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ABSTRACT

This survey of regional depository libraries grew out of an informal meeting held in the fall of 1987. The meeting's purpose was to allow regional librarians to discuss their shared problems and concerns. A direct result of this meeting was a decision to gather more information about regionals and how they operated, organized and staffed their collections. The questionnaire created to gather this information was organized into 10 sections designed to elicit a wide and diverse body of information about the organization and operation of regional depository libraries: organization/administration; staff; processing; cataloging; automation/computers; statistics; public services; microforms; regional matters; and maps. Forty-five questionnaires were returned (87% response rate). This initial report provides a summary of survey response data for each of the 10 information categories. Three appendices include the regional depository library questionnaire, questionnaire raw data, and regional depository library questionnaire written comments. (MAS)

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# A SURVEY OF UNITED STATES REGIONAL GOVERNMENT DEPOSITORY LIBRARIES

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## REGIONAL DEPOSITORY LIBRARY SURVEY 1989

This survey of Regional Depository Libraries grew out of an informal luncheon meeting of Regional Depository Librarians held in the Fall of 1987 in Washington, D.C.. Those Regionals present were attending the Fall, 1987 meeting of the Depository Library Council to the Public Printer. Barbara Hulyk, Detroit Public Library, and Joseph McClane, the Government Printing Office's Inspection Team Chief, were the principals who organized the luncheon. Its purpose was to allow Regional Librarians to discuss their shared problems and mutual concerns. A direct result of this meeting was a decision to gather more information about Regionals and how they operated, organized, and staffed their collections. Ridley Kessler, University of North Carolina, volunteered to do this by way of a questionnaire.

A letter was sent out to all Regional Librarians on December 9, 1987, requesting them to think very carefully about what kind of information the questionnaire should contain. It further asked them to send a list of questions that should be asked. Thirteen or more librarians responded to this request and their advice and suggestions were very helpful. A rough draft of twenty pages organized into 15 broad subject headings was drawn up based upon these responses. That draft survey was handed out to Regionals on March 9, 1988, at a meeting of Regional Librarians held in Charleston, S. C., in conjunction with the Spring, 1988 meeting of the Depository Library Council. Further suggestions and comments were requested and many received on this first draft. As a result of this input, a second and final questionnaire was drawn up incorporating many of the improvements suggested by cooperating Regionals.

In March of 1988, at the suggestion of and in cooperation with Evelyn H. Daniel, Dean of the School of Information and Library Science at the University of North Carolina at Chapel Hill, we applied to the Council on Library Resources for a Faculty/Librarian Cooperative Research Grant to study the Regional Depository Library System. On May 25, 1988, the Council on Library Resources notified Dean Daniel and myself that we had been granted $3000.00 to do the Regional Survey.

After receipt of the CLR grant the final questionnaire, which contained 26 pages, was printed. It was organized into 10 sections that dealt with a wide and diverse body of information about the organization and operation of Regional Depository Libraries throughout the United States. Those 10 categories were as follows:

A. ORGANIZATION/ADMINISTRATION
B. STAFF
C. PROCESSING
D. CATALOGING
E. AUTOMATION/COMPUTERS
F. STATISTICS
G. PUBLIC SERVICES
H. MICROFORMS
I. REGIONAL MATTERS
J. MAPS

This final copy was mailed out to the 52 Regional Depository Libraries on February 17, 1989. The return deadline was set for March 17, 1989. A follow-up letter was mailed out on April 11, 1989. By mid-May 45 questionnaires had been received. This represented a return rate of 87%. A 46th questionnaire came in too late to use in the results. This percentage represents a very high degree of participation by the Regionals and shows that there was much interest in and support of the survey.

## A. ORGANIZATION/ADMINISTRATION

LeRoy Schwarzkopf, former Government Documents Librarian at the University of Maryland, did two national surveys of Regional Depositories in the early 1970's. The last one, *Survey of Regional Depository Libraries for U. S. Government Publications* was done in 1974 and was an update of his 1972 *Regional Libraries and the Depository Library Act of 1962*. It is interesting to compare Mr. Schwarzkopf's 1974 report on organization with the present study. Thirty-eight libraries responded to his survey, but he was abie to incorporate data from his earlier survey for a more complete picture. In 1974 there were 45 Regional Depositories in the United States; the greatest number of them, 24 or 53%, were academic libraries. Of the remaining libraries, 16 or 36% were state libraries and 5 or 11% were public libraries (1). By 1989 the number of Regional Depositories had grown to 52, a percentage growth of 15% in 15 years. Twenty-six, or 58%, of the current responding 45 Regionals were public academic institutions. Fourteen (31%) were state libraries and 5 (11%) were public libraries. Therefore the greatest number of Regional Depositories continue to be academic institutions followed by state libraries.

26 Regional academic institutions
14 Regional state libraries
5 Regional public libraries

Mr. Schwarzkopf further found that of the 40 Regionals answering the organization question, 33 were separate units (in this part of the report Mr. Schwarzkopf was referring to "separate" in terms of whether or not the documents collection was a separate department or a part of another department). Seventeen of these Regionals were an independent department or division and 16 Regionals were separate but part of another department.(2)

In the current survey, for comparison purposes, question number 10 in section A asked librarians to "Describe the organization/section/unit that is in administrative charge of the Documents Collection". Forty documents collections described themselves as being separate units. Twenty-three of these collections were administratively independent. Four of those libraries reported directly to the head administrator of the library, while 13 others reported to an assistant, associate, or head of public services or a variation, such as reference or information services. One library reported to the Associate Director for Technical Services and the rest reported to less-defined titles like Deputy State Librarian, Associate Director of Libraries, Library Resources Branch, etc.

23 Separate Documents Departments/Divisions
17 Separate Documents Sections/Units
40 Total Separate Collections
5 Non Separate Units

The other 17 documents collections reported that they were separate but not an independent organization; in other words, these sections or units were all a part of another department. Seven sections were a part of the general reference department. Four were a part of a Business Administration and Social Sciences department and 3 belonged to departments

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(1). Schwarzkopf, LeRoy C., *Survey of Regional Depository Libraries For U. S. Government Publications* (College Park, Maryland: University of Maryland, December, 1974), 16.
(2). *Ibid.*, 19.

labeled Library Services. The others were part of Collection Management, Public Services, and a Research Division.

The remaining 5 libraries checked that they were not a separate unit at all and that numerous other sections were responsible for the servicing and processing of federal documents. Most of these libraries noted that more than one section was involved with the collection. In most cases it was a combination of acquisitions and reference (4 libraries). Other sections involved were serials, circulation, collection development, and cataloging.

By carefully checking the titles of the administrators that the documents departments and section/units reported to, it was clear that a majority, 25 out of 40, dealt with public, reference or research services. This is an encouraging sign indicating that these collections, whether separate or a section/unit, were clearly oriented towards public or reference services. This would tend to suggest that a majority of libraries recognize the important informational qualities of federal documents and take some pains to make them easily available to the general public.

Question nine, which asked if the documents were kept physically together, tends to support the public service orientation of documents librarians. It found that most libraries tended to keep documents together physically. This would generally mean that better and faster service can be given to patrons seeking government publications or information about them. Twenty-six collections, or 58%, considered themselves separate (i.e. the majority of the documents collection were kept together physically). Eighteen (40%) were separate but partially integrated(some were kept together and some were incorporated into the general library collection) and the majority of those libraries (11) kept over 50% of the documents in a physically separate collection. Only one of the libraries was integrated; it dispersed most of its collection into the regular library book collection.

26 Collections kept physically separate
1 Collection integrated/dispersed
18 Collections partially separate

It would be safe to say that most Regional Depository Librarians concur with LeRoy Schwarzkopf who said that, "....most regional librarians would agree that the ideal library organization for a regional depository would be a separate government documents department, with a separate collection of U. S. government documents....This insures having documents librarians knowledgeable in all phases of documents work." (3)

The Depository Library System as we know it today is set up to serve the general public with Federal government publications and to help the general public find information by and about their government. Most of the almost 1400 depositories are selective and pick and choose the material they wish to receive from the government. Laws providing for the informational needs of the public date back to the early 1800's.

Question number 5 in section A asked what year the Regional libraries first became a depository library. Thirty-nine libraries answered this question. Twenty-one became a depository before the year 1900: 2 in the 1800's, 7 between 1859-1875, and 12 between 1876 and 1899. Eighteen libraries were newer to the depository game having been appointed after 1900. Eleven of these became depositories between 1900-1925, 2 between 1925-1950, 3 between 1950-1970, and 2 after 1971. Within the 1900-1925 spread, 8

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(3). *Ibid.*, 17

libraries became depositories in the year 1907. After a little research, this interesting oddity was easily explained. Section 4 of Public Law 59-153 (*U.S. Statutes at Large*, volume 34, part 1) contained a provision that all land-grant colleges could become depositories. This law was passed on March 1, 1907.

Regional Depository Libraries were created in 1962 by the Depository Library Act of 1962 (PL 87-579). By this law two depositories in each state could be appointed as a Regional Library. These Regionals agree to collect all Federal documents available for deposit and keep them forever. The Regionals also agree to help the selective depositories in their state with documents interlibrary loan requests, documents reference backup, and documents discards. Of forty-three libraries responding to question 4 (what year they became a Regional Depository Library), 6 of them (14%) became Regionals in 1962, the same year the PL 87-579 became law. The majority of libraries, 23 or 53%, became Regionals between 1963-1970, with 10 libraries (23%) taking the plunge in 1963, the year after the passage of PL 87-579. Nine libraries became Regionals during 1971-1980, and 4 have become Regionals since 1980.

Twelve libraries answered that they shared regional responsibilities. Five (11%) were divided by geography and 5 were organized by collection. The remaining two picked the "other" category. One stated that all non-public library depositories outside a major city reported to one Regional, a university library; the other Regional, a public library, had all the depositories within that major city reporting to it. The other Regional answered that in its state there were a university library and state library that handled all regional business. The university library handled all selectives' discards; otherwise, both acted independently and seemed to have no geographic or collection divisions.

Five Regional libraries managed over 50 selective depositories. In order of size their regions contained 109, 88, 62, 61, and 56 libraries respectively. One Regional had 40 selectives, seven Regionals managed areas containing from 30 to 39 selectives, eleven Regionals had selectives numbering from 20 to 29, and three Regionals shared the lowest number honor of 7 selectives.

Forty-four Regionals stated in question 9 that their collections were physically separate or partially separate. In question 11, 5 of those libraries, or 11%, claimed that their documents collection contained only Federal Documents (one library must have misunderstood this question because they also marked that they had some state and international documents). Twenty-seven, or 60%, also had responsibilities for State Documents. Fifteen libraries, or 33%, maintained collections of local documents, 16 (36%) had International Documents, 11 (24%) had Foreign Documents, and 8 (18%) were Patent depositories. As for technical research reports, 25 libraries listed DOE reports, 15 listed NASA documents, 14 each listed ERIC and AEC/NRC, and 12 held NTIS documents.

Out of the 45 responding Regionals, 22 or 49%, were members of the Documents Expediting Service while the same number were not members. One library did not answer this question. Surprisingly, 25 or 56%, of the Regionals did not belong to the Association of Research Libraries while 20 (44%) did.

Question 14 asked if the Regional Documents Librarian was in charge of, or worked in other areas besides Federal Documents. This was a badly worded and misleading question which should have asked if the Regional Librarian was in charge of or worked as a librarian in other areas besides documents. Part "a" of this question continues the ambiguity of the basic question by offering as a selection "Federal Documents my sole responsibility" when it should have read, "Documents my sole responsibility". Of the thirteen Regional Librarians that said Federal Documents were their sole responsibility,

most had earlier checked in question 11 that their documents collections contained other documents besides Federal. It would seem that these 13 librarians understood our real intention which was "other than documents" when they marked it, but 3 of those same 13 later marked other parts of 14, such as: worked in or were in charge of microforms or maps. Eleven Regionals said they were in charge of maps as well. In other areas 2 Regional librarians were also responsible for, or worked in, Periodicals/Serials; 1 was involved with Acquisitions; 15 were associated with the Reference Department; 1 with Cataloging, 2 with Circulation Department, 1 with Interlibrary Loan, and 4 with Microforms. In the "other" category, 22 Regional Librarians responded with a very diverse listing. The most frequently mentioned were State Documents (6 librarians), their own state documents (4) and International Documents (3).

In the budget category 9 Regionals (20%) had no budget at all. Twenty-six (58%) had a separate budget and 10 (22%) shared a budget with another department or unit. As for size, 14 libraries (31% of those responding) had a fairly healthy budget of more than $50,000.00. One library had a budget of between $25,000 and $50,000. However, 14 Regional marked that their budgets were less than $25,000 and 10 of these 14 actually had less than $10,000 dollars to spend.

## B. STAFF

The section on staffing was a very interesting one that showed Regional Librarians to be well prepared for their jobs in terms of education. It also shows that as a group documents librarians are very active professionally, although it is clear from the survey that they carefully choose what they will attend. In question 18 B, which asked about the degrees held, 44 librarians (98%--one person did not answer this question) responded that they held the Master's degree in librarianship. Four of those librarians also held undergraduate degrees in librarianship. Ten (22%) of the 44 also held second Master's degrees in other fields. Three of those second degrees were in Public Administration, 6 were in History, and 1 was in Education. None of the 44 held advanced certificates or Ph.D's in any area.

Twenty-nine Regional Librarians (64%) were members of the American Library Association. Those same 29 librarians were also members of the Government Documents Round Table (GODORT). Fifteen librarians did not belong to ALA and 1 didn't answer the question. Only 7 (16%) librarians belonged to the Special Library Association and 6 (14%) of those also belonged to ALA.

Questions 8 and 9 showed the Regionals to be fairly active in ALA. Eleven librarians had attended the 1987 Midwinter meeting, 9 attended in 1988, 16 (36%) attended in 1989. Nine had attended in the past but not recently, and 18 (40%) had never attended ALA Midwinter. Six of the librarians had attended all 3 Midwinters and another 6 had attended 2 Midwinters.

6 attended all 3 recent ALA Midwinter
6 attended 2 out of 3 recent ALA Midwinter
11 attended 1987 ALA Midwinter
9 attended 1988 ALA Midwinter
16 attended 1989 ALA Midwinter
9 have not recently attended ALA Midwinter
18 have never attended ALA Midwinter

Attendance was decidedly higher for the ALA Annual meetings. Fifteen librarians (33%) had attended the 1987 meeting, 17 (38%) had attended the 1988 meeting, and 11 (24%) attended in 1989. Thirteen (29%) had attended the ALA Annual meetings in the past but

not recently, while 11 (24%) had never attended. Seven librarians had attended all three of the last 3 Annuals and 7 had attended 2 of the meetings. Four librarians had attended all of the recent ALA Annual and Midwinter meetings.

7 attended all recent ALA Annual
7 attended 2 out of 3 recent ALA Annual
15 attended 1987 ALA Annual
17 attended 1988 ALA Annual
11 attended 1989 ALA Annual
13 not recently attended ALA Annual
11 never attended ALA Annual

Regional Documents Librarians'participation at Depository Library Council meetings tended to be much higher than for ALA, especially for the Fall meeting. In 1986 30 librarians (67%) came to Washington, D.C., 23 (51%) came in 1987, and 36 (80%) made it in 1988. Four librarians (9%) had attended in the past but not recently, and 1 had never attended. Seventeen of the librarians had attended all 3 of the most recent Fall meetings and 15 had attended 2 of those 3 meetings. The Spring DLC meetings had a smaller attendance but still ranked as well if not better than attendance at ALA. In 1986 14 (31%) of the Regionals attended the DLC Spring meeting, 14 (31%) attended the 1987 meeting, and 18 (40%) attended the 1988 meeting. Ten librarians attended all of the 3 Spring meetings, and 4 librarians attended 2 out of the 3 meetings. Nine librarians attended all 6 of the Depository Library Council meetings. Two librarians attended all of the ALA meetings and all of the DLC meetings--a herculean effort that shows great devotion to duty!

On a more local level, 38 (84%) Regional Librarians belonged to their own state library association, while 6 (13%) did not, and 1 librarian indicated that his/her state had no association. Forty-two librarians indicated that there was a state or regional documents association and 41 (91%) of them belonged to that group. Fifteen (33%) of these groups produced a newsletter in which the Regional Librarian either had a regular column or used the newsletter to communicate with selective depositories. Five librarians noted that the documents group published a newsletter but they did not use it.

Funding for travel showed much diversity for Regional librarians. It was significant that libraries tended to grant a higher percentage of funds for travel by Regionals to the meetings of the Depository Library Council than to the meetings of any other organization. Thirty librarians (67%) who had attended the Depository Library Council during the last three years had 75-100% of their travel funded by their administration, while only 7 (16%) had the same level of support for attendance at ALA. Clearly administrators rated the meetings of the Depository Library Council a high priority for their Regional Librarians and may partially explain the higher attendance at these meetings. Three librarians (7%) had received 50-74% funding for DLC and only 1 (2%) had received the same amount for ALA. Five librarians had received 25-49% funding for DLC meetings while 7 (16%) had received the same amount for ALA. Three librarians (7%) got 0-24% funding for DLC while 8 librarians (18%) received the same amount for ALA. One librarian had never gotten any funds for the Depository Library Council and 5 librarians (11%) had never received any funding at all to attend the meetings of the American Library Association.

Regional libraries tended to do a better job funding travel for state workshops and meetings. Nine librarians (20%) had received funds in the 0-24% category, 5 (11%) had received funding of 25-49%, 6 (13%) had received funding of 50-74%, and only 17 (38%) had received funding of 75-100%. Five librarians (11%) had never received any funds for this purpose.

When comparing funding across the board it is interesting to note that 7 librarians received funding of 50% or more for both ALA and DLC. In fact, 6 of those librarians (13%) had 75-100% of their travel funded by their administration. Unfortunately only 1 of those libraries also had at least 50% or more of its travel funded for ALA, DLC, and state meetings.

Actual staffing for Regional Libraries, as expected, is not well supported. Twelve Regional Documents Collections (27%) had only 1 full time professional librarian and another twelve had 2 full time librarians. Two collections each had 4, 5, or 6 full time professionals. One well-supported collection had 8 full time professionals working in it. As for part-time professional librarians in the Documents Collection, 5 (11%) libraries had one part-time member, 5 (11%) had 2 part-time professionals, 1 (2%) had 3 part-time professionals, 2 (4%) had 4 part-time professionals, and 1 (2%) collection reported 10 part-time professionals working in it.

A better indication of staffing is the actual number of hours per week worked in the Documents Collection. Eleven libraries (24%) indicated that there were less than 50 hours of professional help per week (including full and part-time librarians). Twelve libraries (27%) said that they had between 50 and 80 hours per week of professional time. Seven libraries (16%) had between 81 and 100 hours a week of professional time. Ten libraries (22%) had between 101 and 200 professional hours per week, 1 library (2%) enjoyed 240 professional hours a week, and 1 fortunate collection had 254 professional hours per week.

Regional collections did better with non-professional employees (not students). For full-time non-professional help the rankings were 10 libraries (22%) with 1 person, 7 (16%) libraries with 2 people, 12 libraries with 3 persons, 6 with 6 people, 5 with 5 people,1 with 6 non-professionals, and 1 library with 8. Part-time non-professional help was not as readily available to Regionals--10 libraries had 1 part-time member, 1 library had 2, 3 libraries had 3 people, and 1 library had 5 part-time members. In terms of the total number of hours per week of non-professional employees (including full and part-time members), 7 libraries had 40 hours or less per week. Twelve libraries had between 41 and 80 hours per week, nine libraries between 81 and 120 hours per week, 10 libraries between 121 and 180 hours per week, and 4 libraries between 181 and 200 hours per week. Only 2 libraries had more than 200 hours per week of non-professional help.

Student help was spread out to an even greater degree. Twelve Regionals reported that they had no student help at all; it is quite possible that many of these libraries may be public or state libraries and thus had no student help available to them. Fifteen libraries reported less than 60 hours per week of student help (7 of these had 30 hours or less), 9 libraries had between 70 and 100 hours per week, 6 libraries had between 101 and 150 hours per week, and 3 libraries reported more than 150 hours per week of student help (1 of those had 260 hours a week at its disposal).

## C. PROCESSING

Forty-four Regionals responded that they kept a shelflist. The majority, 37 or 82%, arranged their shelflist by Superintendent of Documents Classification (SuDocs) number. Two libraries (4%) organized their shelflist by main entry. Two other libraries noted that they used a Superintendent of Documents Classification arrangement in combination with other methods. In the "other" category one library had an automated shelflist using DBase III which was accessible by SuDocs number and also by title, and main entry. Another library used main entry copies of cataloged items by SuDocs number. One used a locally

developed classification scheme. One library noted that it had an on-line system using NOTIS.

Seventeen libraries (38%) indicated that they kept a kardex file (all 17 also had shelflists). Six (13%) libraries organized their kardex file by SuDocs Classification number, 3 libraries (7%) arranged it by main entry, and 4 libraries (9%) used series title. One library checked "series title" and "other", noting that many of the documents serial holdings were checked in the kardex file for the entire library and not maintained by documents clerks. One library marked both "main entry" and "series title". Others stated that periodical titles were kept in their kardex, and another library said that it used cataloged entry if it were a frequently cataloged series title; the other part of the library's statement was illegible.

Several processing files were mentioned in the "other" category. These included a depository item number file and a card file for microfiche. Another library kept a continuations file for weekly and monthly publications. One library maintained a file of items that were not checked in. Printed sources such as the 1909 Checklist and U.S.G.S. Indexes were used by another library that also kept map processing/reference instruction sheets in a binder.

A majority of Regional Libraries (29 or 64%) kept binding files, and 60% (27 libraries) kept order files. Desiderata files were also popular with 21 libraries (47%) keeping those. In the "other" category there was a long and very diverse list of files kept by libraries. The most often mentioned were an items file (5 libraries), lost or missing files (3 libraries), claims files (2 libraries), and serials title files (2). A selection of the others included a gifts file, duplicate lists file, a file of locally created SuDocs numbers, a shipping list file, a file of items not in their normal location, and a dictionary/acronym file.

All responding libraries but three handled microfiche in a distinct manner in their check-in process. Twenty-eight (62%) checked them in on the same record as paper copies but with a format distinction so that it was clear that the item was fiche. Eight libraries (18%) checked fiche in on a different record from paper copy so that the microfiche could be readily identified. Five libraries (11%) checked both. One library had a separate distinct check-in file for its fiche. Three libraries did not check in fiche at all--although one of these libraries is installing an online system and hopes to include microfiche sometime in the future.

Thirty-four (76%) Regionals chose not to check in certain class numbers. Most of these series were very large or notably troublesome ones. The leader by far was E1.99:(Energy Department-Contractor Reports and Publications) which 19 libraries (42%) leave out of their files. The second top contender was D101.11:(Army Department-Technical Manuals) with 11 libraries (24%) not entering it in their check-in records. The other numbers included HE3.6/5:(Social Security Administration-Program Operations Manual System) and D101.9:(Army Department-Army Regulations) with 7 libraries each; five libraries chose GS2.8:(Federal Supply and Services Office-Federal Specifications). Both ED1.310/2:(Educational Research and Improvement Office-Resources in Education) and C3.158:(Census Bureau-Current Industrial Reports) were chosen by 3 libraries. The following SuDocs. were each chosen by 2 libraries:

D301.26/17-2:(Air Force-Extension Course)
D5.317:(Defense Mapping-Topographic maps)
PM1.14:(Personnel Management-Federal Personnel Manual)
E1.28:(Energy-Contractor R & D Reports)
D103.6/8:(Engineers Corps-Instructional Materials)
I 19.81:(Geological Survey-7.5' map series)

D7.20/2:(Defense Logistics-Master Cross Reference List)
I 19.76:(Geological Survey-Open File Reports)
D101.22:(Army-Pamphlets)

There were 39 other SuDocs numbers that were listed once as not being checked in. Nine of these indicated the Defense Department and 5 the Geological Survey.

Base manuals and transmittals are famous grumble items that are usually topics of discussion and complaints when Depository Librarians gather together. Regional Librarians also have trouble with these publications. This survey revealed that 24 libraries (53%) interfile all transmittals and revisions when they have the base manual. Fifteen libraries (33%) selectively interfile some transmittals and revisions with their base manuals and 1 library interfiles the transmittals only at the request of a patron. Four libraries do no interfiling when they have the base manual, while one does both selective interfiling and interfiling at the request of patrons. Surprisingly 35 libraries (78%) kept all of their transmittals and revisions until they were superseded even when they did not have the base manual. One library discarded these items when no base manual was present. In the "other" category 3 libraries tried to acquire copies of the base manual, 1 library kept its revisions until the new edition was received, 1 treated the transmittals as a separate piece and checked it in and shelved it. One library interfiled the transmittals, noting that the base manual was missing, and 1 library kept the transmittals forever.

## D. CATALOGING

Almost three-fourths of the Regionals, 33 or 73%, cataloged some percentage of their collection--including them in the library's main card catalog. Twelve libraries (27%) noted that there were no federal documents cataloged in the library's main card catalog. This question (D-1) may have been ambiguous because 2 libraries that marked "no" also went on to check questions in the rest of this section that indicated that they did--as an example, one of these libraries said that it checked in 0-24% of its documents in the library's catalog and that the documents staff did the cataloging. The third library said that the Catalog Department did all of its cataloging. One of these same libraries also said that it used SuDocs classification numbers for the cataloged documents.

Twenty-nine libraries (64%) indicated that less than 25% of their federal documents showed up in the library's catalog (this includes the one library that said it did no cataloging). Four libraries (9%) included 25-49% of their documents in the main card catalog and 2 libraries (4%) included 75-100% in the main card catalog.

The libraries were almost evenly divided between using the Superintendent of Documents Classification scheme (19 or 42%) and the Library of Congress Classification scheme (17 or 38%) for cataloged documents. Eight (18%) libraries use the old Dewey Decimal Classification scheme and 1 library used a locally developed classification scheme. A number of these libraries used multiple classification schemes. Two of the above libraries used all three major class schemes, 1 used SuDocs and LC, 1 used SuDocs and Dewey, and 3 used LC and Dewey.

In 27 (60%) libraries the Catalog Department was chiefly responsible for cataloging the documents. The documents staff did the cataloging in 6 (13%) of the libraries and in 2 libraries the cataloging duties were shared by both the documents and cataloging staffs. One library noted that its cataloging was handled by the GPO tapes from Marcive.

A surprising number of libraries (25 or 56%) had an automated catalog that included documents (1 of the libraries mentioned earlier that checked no in question 1 included itself

in this category). Three libraries (7%) had an automated catalog but documents were not included in it. Ten libraries (22%) marked that they had no automated online catalog.

Only 15 libraries (33%) are buying Monthly Catalog tapes as of now. Four of these libraries (9%) purchased OCLC, 4 bought Marcive tapes, and 1 library bought both Brodart and Marcive tapes. In the "other" category 1 library bought CARL tapes, 2 libraries bought GPO tapes from the Library of Congress, and 3 libraries are in the process of purchasing or examining the various products with a view to buying. Fourteen (31%) libraries contribute records to OCLC, 3 libraries (7%) contribute to RLIN, 3 libraries contribute to WLN, and 1 library adds records to both OCLC and RLIN.

The online catalog systems used were varied and numerous. NOTIS was the major system and it was used by 9 libraries (20%). Two libraries used CLSI, one library used LS 2000, and one library used MICROLINX. In the "other" category 2 libraries used PALS and 2 libraries used Carlyle. Others mentioned were VTLS, MELVYL, CARL, GEAC, LCs, and an in-house system. Seven libraries (16%) said that they also used their systems for checking in documents. In terms of time, 12 libraries (27%) had pre-1976 records in the online catalog, 21 libraries (47%) had records in the system from 1976 on, and 11 libraries were current within the last five years.

## E. AUTOMATION/COMPUTERS

This section on computers and automation shows that Regional Librarians are deeply involved in the technology revolution. All responding libraries indicated that they had access to a personal computer. Thirty-four (76%) libraries said that the Documents Collection staff had its own computer. The remaining 11 (24%) had access to a computer. The majority of libraries (42 or 93%) used IBM or IBM compatible machines. Seven libraries (16%) had MacIntoshes, 1 library had an Apple, 1 library used a Burroughs, 1 used a WYSE, and 1 library had both a UNISYS and a Zenith. Five libraries owned both a IBM (or IBM compatible) and a Macintosh.

Forty (89%) libraries used computers with hard disk drives. All (39 libraries or 87%) but 6 libraries had access to CD ROM Drives. Hitachi was the most popular brand of CD ROM with 29 libraries (64%) owning one, 13 libraries owned a CD ROM Drive that came with a dedicated computer, 5 libraries owned a Phillips, and 4 libraries had Sony. Most of the libraries had modems (31 or 69%), and they were Hayes compatible. Two libraries had modems that were not Hayes compatible.

Regionals were quite rich in software; there was an almost endless variety of packages. The two most popular word processors were Word Perfect (21 libraries-47%) and Microsoft Word (9 libraries-20%). Other popular brands were Wordstar (6 libraries), PC Write (2), Wang (2), Volkswriter (3), and Microsoft Works (2). The most heavily used database was Dbase with 15 (33%) libraries owning a copy, followed by PC File (5 libraries), Microsoft Works (2), and Fox Base (2). Lotus 123 was the spreadsheet of choice (15 libraries-32%). Other favorite spreadsheets were Multiplan (2 libraries), Microsoft Excel (4), PC-Calc (3), As Easy (2), and Twin (2). ProComm and Smart Com tied with each other as most popular communications package with 8 libraries owning each one. Kermit was owned by 3 libraries, Crosstalk by 3, Dialoglink by 2, and ProSearch by 2. (See appendix III for complete list of "other" categories)

Twenty-four libraries (53%) could access a mainframe computer, and 9 (26%) had access to a minicomputer. Only 13 libraries had no electronic mail network available to them while 71% did (32 libraries). Eighteen libraries (40%) used BITNET and the same number used ALANET. Seven libraries had access to both BITNET and ALANET. Other systems

included Internet (2 libraries) and ARPA Internet (2), to name a few. Thirty-five libraries (78%) had a telefacsimile machine they could use.

Another area in which Regionals were very strong was CD ROM products. Thirty-two libraries (71%) owned a copy of the Monthly Catalog on compact disk. The most popular version was Auto-Graphics Documents Catalog Subscription Service-Impact (15 libraries-33%). GPO on SilverPlatter was owned by 9 libraries (20%). Four libraries (9%) owned Brodart's Le Pac, 4 owned Marcive's GPO CAT/PAC, and 5 owned Information Access Co. Government Publications Index. Five libraries each had 2 different copies of the Monthly Catalog, 2 had Auto-Graphics and Marcive, 2 had SilverPlatter and Auto-Graphics, and 1 had Le Pac and Auto-Graphics. Other compact disks listed were CIS Masterfile (5 libraries), ERIC (4), NTIS (3), and Agricola (2), to name a few. (See Appendix III for complete list)

Almost all Regionals had access to OCLC (41 libraries out of 45 or 91%) and 16 libraries (36%) had access to RLIN. Another high area of use was online database searching with 31 libraries (69%) having documents staff participating in this. In 15 libraries (33%) the documents staff did its own searching and in 13 libraries (29%) documents staff shared searching responsibility with other departments. Three libraries reported that they did their own searching and also shared responsibility with other departments.

The most heavily used system was Dialog with 34 libraries (76%). Twenty-one libraries(47%) used BRS and 2 libraries used Orbit. Twenty libraries had access to both Dialog and BRS, and 2 libraries had access to all three major systems (Dialog, BRS, and Orbit). Many different systems were mentioned in the "other" category but the most frequent ones were Legi-Slate (5 libraries), Cassis (4), Wilsonline (4), and Dow/Jones News Retrieval (2). The others are listed in Appendix III. The most popular database was NTIS (18 libraries or 40%). ERIC was next with 16 libraries (36%) mentioning it followed by Monthly Catalog (15 libraries or 33%), and PRF with 6 libraries. Other selected databases mentioned were ABI/Inform, Legi-Slate, CIS, Trademarkscan each listed by 3 libraries. Two libraries each mentioned Claims US Patents, Federal Register Abstracts, Congressional Record Abstracts, Psyc. Info., OCLC, CLSI, PAIS, and ASI.

A surprising 51% (23 libraries) of the Regionals stated that the library paid the cost of the searches. In 15 libraries (33%) the patron paid. Other comments noted, "the library paid for quick reference searches", "if in the course of answering a reference question the librarian used the online system the library paid", "quick searches were funded by the library", "library used state and federal funds", "library partially subsidized". It would be a fair assumption that most of the libraries that pay for these searches have some kind of administrative fund and consider most of the searches reference or quick searches.

Very few Regionals let patrons do their own searches. Only 1 library let patrons search on its regular BRS system. Three libraries allowed patrons to search BRS AFTER DARK and Knowledge Index. Another had access only to BRS AFTER DARK and let patrons search it themselves, and 1 library let patrons search Knowledge Index.

## F. STATISTICS

This section on statistics shows the Documents Librarians to be very diverse. They use a wide variety of techniques. Question number 2 asked how many libraries counted Federal documents as a part of the main library book count. The answer was, as many of us would have expected, that documents are severely undercounted in our libraries' holdings. Only 15 (33%) Regionals counted all of the federal documents. Twenty-one (47%) counted some of the documents and 9 (20%) counted none at all. A question that we did not ask

concerned the types of documents that were more apt to be counted. We also did not ask if libraries used, or if so, how they defined an item/volume count. We did ask about the counting of pieces and titles because it was a more easily understood concept and less subject to interpretation. The majority of libraries counted both paper and fiche by piece; in fact, 30 libraries (67%) counted both paper and fiche by piece. For paper depository documents 34 (76%) libraries counted by number of pieces while only 16 (36%) counted by title; 9 libraries did both. With microfiche holdings 35 libraries (78%) counted by number of pieces and 22 (49%) counted by title; 14 of those libraries (31%) counted both by piece and title.

In other areas:

Circulation statistics, i.e. documents actually checked out to patrons and allowed to leave the building (34 or 76%)
Reference questions, i.e. involving/using/having to do with documents (31 libraries or 69%),
Number of non-depository documents (29 or 64%)
Microfiche received (27 or 60%)
In-house circulation statistics (23 or 51%)
Shelving statistics (18 or 40%)
(14 or 31%) kept both shelving and fiche filing statistics

## G. PUBLIC SERVICES/PUBLICITY

Regional Depository Librarians have a strong public service commitment as this section verifies. Forty libraries (89%) provide bibliographic instruction for use of the Documents Collection and 23, or 51%, compile subject bibliographies for documents. Most Documents collections (32 or 71%) compile guides or handouts on how to use documents. Twenty-eight (62%) Regional Librarians or other documents staff members were chiefly responsible for these services, while 17 Regionals (38%) shared the responsibilities with the personnel of other library departments.

The Regionals that responded to this questionnaire were most generous with their circulation and interlibrary loan policies. It was quite obvious that they are all concerned that as much access as possible be provided to the federal documents in their care. Only 3 libraries (1 of which was a state library) indicated that they did not circulate documents. One library didn't answer this question but the other 41 libraries (91%) did circulate documents. Thirty of these libraries (67%) circulated between 75 to 100% of the collection. This is an impressive statistic. Six libraries (13%) circulated 50 to 74% of their collection, 2 circulated between 25 and 49%, and 3 (7%) circulated less than 25% of the collection. Twenty-eight libraries (62%) circulated documents for more than 2 weeks, of these the breakdown was as follows:

9 libraries (30%)--2 weeks
6 libraries (13%)--3 weeks
11 libraries (24%)--1 month
2 libraries (4%)---more than 1 month

Five libraries (11%) circulated them for 1 week, and one library (2%) circulated documents for less than that time. Seven libraries (16%) had variable loan periods according to rank of patron or type of material circulated.

All Regionals circulated documents through interlibrary loan within their state. Only 4 libraries (9%) did not allow ILL outside the state. Thirty-five (78%) allowed 75 to 100%

of the collection to circulate within the state and 30 libraries (67%) allowed the same amount to circulate outside the state. Nine libraries (20%) circulated 50 to 74% of their collections in state and 10 (22%) circulated the same percentage of the collection out of state. Of the remaining libraries 1 circulated 25 to 49% in state and 1 library circulated less than 25% out of state; no other categories were selected.

62% (28 libraries) of the Regionals had a State Documents Plan. 64% of the Regional Depository LIbrarians (29 libraries--here there is a 2% discrepancy because 1 library had not yet implemented its plan) were involved with helping to create the Plan. In 11 states (24%) the Documents Plan created or established a permanent advisory council. Unfortunately we did not think to ask how many of these advisory councils included the Regional Librarian as a member.

Regional libraries were not too good at publicizing their collections or services. Nineteen libraries had used newpaper stories or ads for publicity, 2 libraries had used radio spots, and no library answering this survey had ever used television as an advertising medium. The next most popular methods were letters and phone calls. Sixteen libraries (36%) had used this method to contact their state's U. S. Representatives and 15 (33%) had used it to get in touch with their U. S. Senators. Fifteen (33%) had also used letters/phone calls to contact state government officials about federal documents. Very surprisingly, only 5 libraries (11%) had tried to contact any local or county government officials.

## H. MICROFORMS

Twenty-nine Regionals (64%) kept their depository microfiche with the rest of the federal documents collection. Nine libraries (20%) kept their fiche in Microforms Collections. Three other libraries noted that some or part of their fiche collections was in a basement or ground floor. Another library sent some of its large runs like NTIS and NASA to a microforms section. Three libraries sent fiche to other units because of subject specialization and one library kept its documents fiche in a main reading room.

As a rule the libraries were rich in microfiche equipment. Forty-four Regionals (98%) had access to microfiche printers or reader/printers. Forty-three libraries (96%) had fiche readers (the two libraries recording that they had no fiche reader noted that they did have a reader/printer). 76% (34 libraries) responded that they had fiche to fiche duplicators. Fourteen other libraries (31%) also had portable or lap readers. Thirty-five libraries (78%) also had microprint readers. The most surprising fact in this section was that there were 10 Regionals (22%) that had a microprint printer, as these are costly machines.

## I. REGIONAL MATTERS

Nineteen libraries (42%) paid regular yearly visits to their selectives (not counting visits with GPO Inspectors).

12 Regionals (27%) visited 1 to 4 selectives a year
5 Regionals (11%) visited 5 to 9 selectives a year
2 Regionals (4%) visited 10 or more selectives a year

Twenty-three Regionals (51%) visited occasionally but not on a regular basis. Three of the Regionals paid no visits. More Regionals attended visits with the GPO Inspectors. Eleven (24%) went for about 25% of the inspections, 8 (18%) went for about 50% of the visits, another 8 accompanied the inspectors for about 75% of the inspections, and 6 Regionals (13%) went on all of the inspection trips. Ten other Regionals never attended any of the inspections.

When it came to financial support for Regional visits and accompanying offical GPO inspection tours, the parent libraries were not very supportive. Only 18 (40%) supplied a state or library car. Twenty-three libraries (51%) paid or reimbursed the Regional Librarian for gas and/or mileage. Only 18 (40%) libraries picked up the tab for overnight accommodations, while only 17 (38%) reimbursed the librarian for meals. Five more generous libraries provided a car or reimbursed for mileage and paid for overnight accommodations and meals. Another 5 libraries did all of the above but provided no state or library car. Finally there were 8 unfortunate Regional Librarians who received no help at all and had to pay all of their expenses.

Communication with selectives tended to be somewhat haphazard for Regionals. Twenty Regionals (44%) had sponsored a workshop/seminar/conference for their selectives within the last year. Two (4%) had sponsored such workshops in the last two years and 7 (16%) had sponsored one in the last three years. One very diligent Regional had conducted such workshops for the last three years. Fifteen libraries had held no such workshops. A question we did not ask was whether or not the State or local documents association/group held any of these types of workshops and if the Regional Librarian participated or cooperated with them. Only 12 Regionals (27%) sponsored a newsletter to their selectives on a regular basis.

This is not as bleak a picture as it first seems. In section B, question 16 c indicated that 15 Regionals had a regular column in the newsletter produced by the State/regional documents association/group. Four of this group also stated that they sponsored or issued a regular newsletter to their selectives. It is not clear whether this group counted the regular column and the newletter as one publication or if they indeed put out two publications, but even counting it only as one, then it means that a total of 23 libraries (51%) had regular and official communication with their selectives. Thirty of the Regionals (67%) issued periodic memoranda or announcements to their selectives about policies, programs or other matters.

Regional Librarians appeared to do a better job in matters concerning discards of government publications. Forty-two Regionals (93%) had a discard policy or set of disposal guidelines for the selectives in their region, while only 3 (7%) did not. Twenty (44%)processed more than 35 discard lists a year. The rest fell into the following categories:

10 Regionals (22%) processed 5 to 14 discard lists
4 Regionals (9%) processed 15 to 24 discard lists
10 Regionals (22%) processed 25 to 34 discard lists

Only 22 of us (49%) could process a selectives' discard list in 2 weeks or less. The rest (23 libraries or 51%) took longer than two weeks with 13 Regionals (29%) taking more than 4 weeks. The balance of the report is as follows:

9 Regionals (20%) took less that 1 week
2 Regionals (4%) took 1 week
10 Regionals (22%) took 2 weeks
1 Regional (2%) took 3 weeks
9 Regionals (20%) took 4 weeks
13 Regionals (29%) took more than 4 weeks

After processing the discard lists, 38 (84%) required the selectives to circulate the lists to the other depositories in the state/region. Seven of the Regionals (16%) also required their selectives to send the lists to the non-depository libraries in the state/region. Five

Regionals (11%) required selectives to send discard lists to the other Regional Depository Libraries in the U. S. Twelve Regionals (27%) asked their selectives to send discard lists to the National "Needs and Offers List". One library only required its selectives to use the national "Needs and Offers List". Nineteen Regionals (42%) actually circulated their selectives lists to other libraries while 20 Regionals (44%) held the issuing libraries responsible for their own distribution. Four Regionals either didn't answer question 10 or 11 or did not require their selectives to send out discard lists to anyone.

Five Regionals (11%) required their selectives to keep a small percentage of items longer than 5 years, while 3 Regionals (7%) required them to keep a moderate percentage of items longer than 5 years. Thirty-six Regionals had no requirements for selectives in this area. A rather high percentage of Regionals (67% or 30 libraries) had occasionally issued duplicate lists for discard from the regional collection, while 4 Regionals (9%) did so frequently. Only 10 Regionals (22%) had ever developed a union list of federal document holdings for the region. Most apparently believe the "GPO Depository Union List" is adequate for this purpose.

## J. MAP COLLECTIONS

Documents maps appear to be an item that troubles Regional Librarians. Either the librarians choose to place the maps outside their jurisdiction or that decision is made for them by other sources. Only 20 Regionals (44%) indicated that documents maps were administratively part of the Documents Department/Section. Sixteen others (36%) indicated that they were a part of the Maps Department/Section. In the "other" category 4 regionals indicated a map library or librarian was in charge of the maps (or at least part of them). Five libraries indicated that their Geography Department had some connection with documents maps. One library said it had a cartographic center, one said the circulation department was in charge of maps, and another said that the Reference and Loan Division provided reference, circulation, and interlibrary loan services for maps.

Twenty Regionals (44%) physically kept their maps with the Documents Collections, while in 26 Regionals (58%) the maps were physically kept in the the Maps Collection. One library kept the maps adjacent to the documents collection in the reference unit. Two libraries kept them in a map library, two others indicated they were kept in a geology library. One kept them ina cartographic center. One library housed their USGS and DMA maps in a state university library.

In almost half of the libraries (22 or 49%) a professional map librarian was directly responsible for the documents maps. In 17 libraries (38%) the Regional Depository Librarian was responsible for documents maps. In other cases 4 libraries (9%) had other professional documents personnel in charge of documents maps, and 10 libraries (22%) used paraprofessionals. Two libraries made the Geology Librarian responsible for documents maps, 1 indicated the that the Social Sciences Librarian was responsible for maps housed in the Maps Collection. In 12 Regionals (27%) the person responsible for documents maps devoted full time to that collection while 31 other Regionals (69%) indicated that their person only spent part time with the maps collection.

The majority of Regionals (27 libraries or 60%) said that documents maps were not cataloged in the main library. The rest indicated that the following percentages of the documents maps collection were cataloged in the main library catalog:

10 Regionals (22%) cataloged 0-24%
3 Regionals (7%) cataloged 25-49%
3 Regionals (7%) cataloged 75-100%

Fourteen libraries indicated that their cataloged documents maps were also included in the libraries' automated catalog system, and 4 libraries indicated documents maps were not included in their automated system. 44% (20 libraries) classified documents maps using the Superintendent of Documents Classification system, 13 libraries (29%) used the Library of Congress system, and 2 (4%) used the Dewey Decimal system. Three libraries arranged maps alphabetically by state (then by map name, or type, or quadrangle name), 2 used the LC G Schedule, 1 library used mostly Dewey and some LC but planned to switch to SuDocs as automation increased with the Marcive tapes. One library said its Map Library had its own system. Eleven libraries (24%) did not classify the documents maps.

Fourteen libraries (31%) circulated all their maps; 4 libraries (9%) circulated only second copies. In 1 library only older material did not circulate. Another library selectively circulated maps. One did not circulate 8 1/2 x 11 CIA maps, while another did not cirulate series. One library circulated locally but not through interlibrary loan. Two circulated for duplication only, and one of these libraries permitted classroom use. Twelve libraries (27%) circulated no documents maps.

As in regular documents the loan period varied greatly for those libraries that did circulate maps. Seventeen libraries (38%) had a loan period of 2 weeks or less.

3 (7%) loaned maps for less than 1 week
6 (13%) loaned maps for 1 week
8 (18%) loaned maps for 2 weeks

Two of the libraries loaned maps for 3 weeks, 6 libraries loaned maps for 1 month, and 1 library loaned its maps for more than 1 month.

## SUMMARY

In the intervening 15 years since Regional Depository Libraries were last surveyed by LeRoy Schwarzkopf, some things have changed very little. Only 7 Regionals have been added to the entire system since 1974, a growth rate of only 15% and a clear sign that most libraries are still reluctant to take on the many added responsibilities of that designation. Very few Regionals are public libraries, and on the whole most are primarily academic institutions.

Organizationally Documents Collections are primarily separate units but they are not always administratively independent--40 of the 45 responding libraries (89%) had separate administrative collections but 17 of those libraries were only a section or unit in another department. Physically, 26 of the Regionals kept the majority of their documents collection together and a further 11 Regionals had over 50% of the documents together in a separate collection.

The educational background of Regionals was rather impressive. Forty-four Regionals held Master's degrees in Library Science and 10 held second Master's degrees. The Regionals were also very active professionally: 29 belonged to the American Library Association' Government Documents Round Table and 38 belonged to and were active in their local state library association. Forty-one Regionals belonged to a local or state documents group. The statistics in section B also indicated that they attended ALA meetings and Depository Library Council meetings with some regularity. It would appear that Regionals are very committed to improving themselves and in keeping up with on-going developments in the field.

Since the Schwarzkopf studies the two areas of greatest change have been in microforms and in the use of personal computers. This study shows that Regional librarians are well prepared for these changes and have adapted to them. Forty-four Regionals had or had access to fiche printers or reader/printers and all 45 responding libraries either had a fiche reader or a reader/printer. Thirty-four also had fiche to fiche duplicators.

The Automation/Computer section was the most surprising section of this study. Considering the relative recency of personal computer technology, it is astounding to see how quickly Regionals have adapted and been influenced by their use. All 45 responding libraries had access to a personal computer. Thirty-four indicated that the Documents Collection had its own computer. Almost all (42 libraries) used IBM or IBM compatibles. Forty of the libraries had computers with hard disk drives, and 39 had accesss to CD ROM Drives. Thirty-two of the Regionals had some version of the *Monthly Catalog* on compact disk. All of this tends to support the conclusion that Regionals are fairly sophisticated when it comes to computers and well prepared to face the technological changes of the future.

As Regionals almost all (42 libraries) had a discard policy or set of disposal guidelines for their selectives. However, in terms of visiting the selectives, the record was rather poor. Only 19 Regionals visited the depositories in their state on a regular basis. Only 22 out of 45 Regionals accompanied the GPO Inspector on official trips for 50% or more of the visits. The parent libraries tended not to be supportive of these kinds of regional activities with state cars or travel money. These are definitely areas that need to be strengthened in the coming years.

This study has yielded much information about the Regional Depository System and the librarians who make it up. This initial report provides a rough summary of the raw data. There is much data available for future study by students and interested documents librarians. Many questions come to mind when looking at the raw data. A few that seem pertinent are how academic, public, and state libraries differ from each other, especially in terms of service and Regional responsibilities? Is there any difference between those Regionals that belong to the Association of Research Libraries and those who do not? What is the difference in staffing between those Documents Collections that are administratively separate and those that are a part of another unit? How much does size of budget effect computer applications or services offered? Are Regional services and activities better or worse when the Regional Librarian is more professionally active?

The Regional Depository Librarians have been very cooperative and helpful in contributing to this survey. In fact, the questionnaire is a product of their ideas and suggestions. The high participation rate shows their interest in and commitment to the study. The authors thank them for all of their efforts. Much thanks also go to Leroy Scharzkopf who first had this idea so many years ago. He has long been an important influence in our profession as an active and scholarly professional. The Council on Library Resources provided support to enable conduct the survey and we are greatful for all of their assistance.

## APPENDIX I

## REGIONAL DEPOSITORY LIBRARY QUESTIONNAIRE

REGIONAL DEPOSITORY LIBRARY QUESTIONNAIRE

A. ORGANIZATION/ADMINISTRATION

1. Name of your library? _____

2. Name of Regional Depository Librarian and title? _____

_____

3. What type is your library?

a. _____ Private academic institution

b. _____ Public academic institution

c. _____ Public Library

d. _____ Law library

e. _____ State library

f. _____ Other. Please explain _____

_____

4. Year library became a Regional Depository Library? _____

5. Year library became a Depository Library? _____

6. Regional Depository Library number _____

7. If you are a shared Regional are you divided?

a. _____ Geographically

b. _____ By collection

c. _____ Other. Briefly explain _____

_____

8. Number of selective depositories in your region? _____

9. Is the U. S. Documents Collection

a. _____ Separate (i.e. the majority of the documents collection is kept together physically)

b. _____ Integrated (i. e. the majority of the documents collection is disbursed into the the regular library collection, branch or specialized library collections that are not considered documents related)

c. _____ Separate but partially integrated (i.e. part of the Documents Collection is physically separate and part is disbursed into the regular library collection, branch or specialized library collections that are not considered documents related)

1. If you are separate and partially integrated what percentage of the documents collection is kept in the separate collection?

(A). _____ 0% - 24%

(B). _____ 25% - 49%

(C). _____ 50% - 74%

(D). _____ 75% - 100%

10. Describe the organization/section/unit that is in administrative charge of the Documents Collection (i.e. services and processes the documents)

a. _____ Separate Documents Collection department/division Head reports to _____

_____

b. _____ Separate Documents Collection section/unit part of_____

_____division/department

c. _____ Not a separate unit, personnel responsible for servicing/processing the Documents Collection are assigned to the following(check any that apply if more than one unit is responsible):

1. _____ Acquisitions 2. _____ Circulation

3. _____ Cataloging 4. _____ Microforms

5. _____ Reference 6. _____ Interlibrary Loan

7. _____ Serials 8. _____ Collection Development

9. _____ Other. Briefly describe _____

_____

11. If the Documents Collection is separate or partially separate does it contain other documents collections besides Federal Documents? (Check all that apply even if you are not responsible for them).

a. _____ No other collections

b. _____ State documents

c. _____ Local documents

d. _____ International documents

f. _____ Foreign documents

g. _____ Patent depository

h. _____ Government-sponsored technical research reports:

1. _____ NTIS 2. _____ ERIC

3. _____ NASA 4. _____ AEC/NRC

5. _____ DOE 6. _____ Other. Please list _____

_____

i. _____ Other. Please list _____

_____

12. Are you a member of the Documents Expediting Service?

a. _____ Yes

b. _____ No

13. Is your library a member of the Association of Research Libraries?

a. _____ Yes

b. _____ No

14. As the Regional Documents Librarian are Federal Documents your sole responsibility or do you administer or work as a regular librarian in other areas that are not documents related? (please check all that apply).

    a. _____ Federal Documents my sole responsibility

    b. _____ Maps Department

    c. _____ Periodicals/serials Department

    d. _____ Acquisitions Department

    e. _____ Reference Department

    f. _____ Cataloging Department

    e. _____ Circulation Department

    g. _____ Interlibrary Loan Department

    h. _____ Microforms

    i. _____ Other. Please list _____

    _____

15. Does the Documents Collection have its own budget/funds that the Regional Librarian controls or administers?

    a. _____ No fund or budget

    b. _____ Has separate budget or fund

    c. _____ Shares fund or budget with other department/section/unit

16. If the Documents Collection does have its own budget/fund, what is the size of the budget?

    a. _____ Less than $1,000.00

    b. _____ $1,000.00 to $5,000.00

    c. _____ $5000.00 to $10,000.00

    d. _____ $10,000.00 to $25,000.00

    e. _____ $25,000.00 to $50,000.00

    f. _____ More than $50,000.00

B. STAFF

1. Number of professional librarians working in the Documents Collection?

   a. _____ Full time

   b. _____ Part time

2. Total number of hours per week(includes full and part time) of professional librarians working in the Documents Collection?_____

3. Number of non-professional employees(not students) working in the Documents Collection?

   a. _____ Full time

   b. _____ Part time

   c. _____ No non-professionals in the Documents Collection

4. Total number of hours per week of non-professional employees (includes full and part time-not students) working in the Documents Collection?

   _____

5. Total number of hours per week of student help working in the Documents Collection?

   a. _____ Hours per week

   b. _____ No student hours

6. Does the Regional Depository Librarian presently belong to American Library Association?

   a. _____ Yes(if you answer yes go to question 7)

   b. _____ No(if you answer no skip to question 8)

7. If you answered yes in question 6 are you currently a member of GODORT?

   a. _____ Yes

   b. _____ No

8. Has the Regional Depository Librarian attended ALA midwinter in:(check all that apply)

   a. _____ 1987

   b. _____ 1988

   c. _____ 1989

   d. _____ Not recently but have in the past

   e. _____ Have never attended

9. Has the Regional Depository Librarian attended ALA Annual conference in: (check all that apply)

   a. _____ 1987

   b. _____ 1988

   c. _____ 1989

   d. _____ Not recently but have in the past

   e. _____ Have never attended

10. Does the Regional Depository Librarian belong to the Special LibraryAssociation?

   a. _____ Yes

   b. _____ No

11. Has the Regional Depository Librarian attended the Depository Library Council Fall meeting in: (check all that apply)

   a. _____ 1986

   b. _____ 1987

   c. _____ 1988

   d. _____ Have in the past but not recently

   e. _____ Have never attended

12. Has the Regional Depository Librarian attended the Depository Library Council Spring meeting in: (check all that apply)

    a. _____ 1986

    b. _____ 1987

    c. _____ 1988

    d. _____ Not recently but have in the past

    e. _____ Have never attended

13. If you have attended either ALA or Depository Library Council meeting for any of the times in question 11 and 12 has your administration funded any of the travel and if so, what proportion of your travel was supported?

| a. ALA | b. Depository Library Council |
|---|---|
| 1. _____ 0-24% | 1. _____ 0-24% |
| 2. _____ 25-49% | 2. _____ 25-49% |
| 3. _____ 50-74% | 3. _____ 50-74% |
| 4. _____ 75-100% | 4. _____ 75-100% |
| 5. _____ None granted | 5. _____ None granted |

14. Does the Regional Depository Librarian belong to the State Library Association?

    a. _____ Yes

    b. _____ No

    c. _____ Is no State Library Association

15. Is there any State or regional Documents association/group in the State?

    a. _____ Yes (If you answer yes please go to question 16)

    b. _____ No (If you answer no please skip to question 17)

16. If there is a state or regional documents association/group please, check any of the following that apply.

    a. _____ Regional Depository Librarian belongs to the group

    b. _____ Regional Depository Librarian does not belong to the group

    c. _____ The group puts out a newsletter and the Regional Documents Librarian has a regular column or uses the newsletter to communicate with selective depositories

    d. _____ The group puts out a newsletter and the Regional Documents Librarian does not use it to communicate with selective depositories

17. Does your administration fund travel for workshops and meetings in the state for the Regional Depository Librarian and if so, what proportion of your travel was supported?

    a. _____ 0-24%?

    b. _____ 25-49%

    c. _____ 50-74%

    d. _____ 75-100%

    e. _____ No funding granted

18. Please check the degrees that the Regional Depository Librarian holds.(check all that apply)

    a. _____ Undergraduate degree in librarianship

    b. _____ Master's degree in librarianship

    c. _____ Master's degree in other field. In what field?_____

    d. _____ Advanced Certificate or Post Master's degree

    e. _____ Ph.D. in Librarianship

    f. _____ Ph.D. in other field. If so, what field _____

    g. _____ Other. Please specify _____

    _____

C. PROCESSING

1. What kind of processing records (your actual check-in record where you show the library's holdings, call numbers and documents location) do you keep? (Please check all that apply).

   a. _____ Shelflist or card file

      If you keep a shelflist how, is it organized?

      1. _____ Superintendent of Documents Class number

      2. _____ Main entry (government author) and series title

      3. _____ Other. Briefly describe _____

         _____

   b. _____ Kardex file

      If you keep a kardex file, how is it organized?

      1. _____ Superintendent of Documents Class number

      2. _____ Main entry (government author) and series title

      3. _____ Series title

      4. _____ Other. Briefly describe _____

         _____

   c. _____ Other. Briefly describe _____

      _____

3. What other records do you keep?

   a. _____ Binding file

   b. _____ Order file (for lost or missing documents ordered from whatever source; i.e., GPO, Documents Expediting Service, private publisher, etc.)

   c. _____ Desiderata file

   d. _____ Other. Briefly list _____

      _____

4. How do you check-in/process microfiche in your records?

   a. _____ Checked in on same records as paper copies with a format distinction made so that it is clear the item is microfiche

   b. _____ Checked in on same records as paper copies with no format distinction made so that it is impossible to tell if item is paper or microfiche

   c. _____ Microfiche are checked in on different records from paper copy in the file and can be readily identified as microfiche

   d. _____ Other. Briefly describe. _____

   _____

5. If there are long series like E1.99: or Army Technical Manuals that you mark and shelve but do not check in your files, then please list up to five of the biggest or most troublesome of the series handled in this manner by the Superintendent of Documents Classification stem (i.e., E1.99:)..99:).

   _____

   _____

   _____

6. If you have a copy of the base manuals, how do you handle transmittals and revisions?

   a. _____ Interfile all of them into the base manuals

   b. _____ Selectively interfile some into their base manuals

   c. _____ Interfile into base manuals on request of patron

   d. _____ Do not interfile any transmittals into their base manuals

7. If you do not have the base manual what do you do with transmittals and revisions you receive?

   a. _____ Keep them until they are superseded

   b. _____ Discard them

   c. _____ Other. Describe briefly _____

   _____

D. CATALOGING

1. Is any of the federal documents collection cataloged(in any format from full cataloging to minimal cataloging) in the library's main card catalog?

   a. ____ Yes

   b. ____ No

If you answered yes to question D.,1 and do catalog some or all of the federal documents please answer the following questions; if you answered no, then please go on to section E.

2. What percentage of the federal documents are included in the library's catalog?

   a. _____ 0 - 24%

   b. _____ 25 - 49%

   c. _____ 50 - 74%

   d. _____ 75 - 100%

2. What classification scheme is used for the cataloged documents?

   a. _____ Superintendent of Documents Classification

   b. _____ Library of Congress Classification

   c. _____ Dewey Decimal Classification

   d. _____ Other. Briefly describe _____

   _____

3. Who is responsible for the cataloging?

   a. _____ Documents staff

   b. _____ Catalog department/staff

   c. _____ Documents and Cataloging staff share responsibility

   d. _____ Other. Describe briefly _____

   _____

4. Does your library have an automated catalog?

   a. _____ Yes, and cataloged documents are included in it

   b. _____ Yes, but cataloged documents are not included in it

   c. _____ No automated online catalog

5. If you have an automated online catalog system that includes federal documents please answer the following questions:

   a. Do you purchase and use any of the following Monthly Catalog tapes?

      1. _____ OCLC
      2. _____ Brodart
      3. _____ Marcive
      4. _____ Other. Briefly explain _____

   b. Are you contributing records to any of the following systems?

      1. _____ OCLC
      2. _____ RLIN
      3. _____ WLN
      4. _____ Other. Please list _____

   c. What system do you use?

      1. _____ NOTIS
      2. _____ INNOVACQ
      3. _____ LS 2000
      4. _____ CLSI
      5. _____ MICROLINX
      6. _____ Other. Please list system _____

   d. Are any of these records used for check-in

      1. _____ Yes
      2. _____ No

c. What time period is covered by the cataloged documents? (check all that apply).

1. _____ pre- 1976

2. _____ 1976 on

3. _____ Current (within last five years)

E. AUTOMATION/COMPUTERS

1. Does the documents collection/staff have a personal computer?

a. _____ Yes, documents has its own personal computer

b. _____ No, documents does not have its own personal computer but does have access to one

c. _____ No personal computer and no access to one

If you checked "a" or "b" above please answer the following questions. If you checked "c" then please go to question 8.

2. What kind of personal computer does the documents staff use?

a. _____ IBM or IBM-compatible

b. _____ Macintosh

c. _____ Apple

d. _____ Other. Briefly list _____

_____

3. Do any of the computers you use have a hard disk drive?

a. _____ Yes

b. _____ No

5. If the computer you use has a CD ROM Drive what kind is it? (check all that apply)

a. _____ Hitachi

b. _____ Phillips

c. _____ Sony

d. _____ CD player connected to dedicated computer that came with online package

e. _____ No CD player

6. Do you have a modem?

   a. _____ Yes, Hayes compatible

   b. _____ Yes, not compatible

   c. _____ No modem

7. What software are you using with your personal computer? (Please check all that apply)

   a. _____ Microsoft Word

   b. _____ Word Perfect

   c. _____ Other word processers _____

   _____

   d. _____ Dbase

   e. _____ Rbase

   f. _____ Other databases _____

   _____

   g. _____ Multiplan

   h. _____ Lotus 1 2 3

   i. _____ Other spreadsheet _____

   _____

   j. _____ ProSearch

   k. _____ ProComm

   l. _____ Other communications _____

   _____

   m. _____ Other. Briefly list _____

   _____

8. Do you have access to a mainframe computer?

   a. _____ Yes

   b. _____ No

9. Do you have access to a minicomputer?

   a. _____ Yes

   b. _____ No

10. Do you have access to any of the following national electronic mail networks? (Please check all that apply)

   a. _____ No access

   b. _____ BITNET

   c. _____ ALANET

   d. _____ Other. Briefly list _____

   _____

11. If you have access to electronic mail please provide the following?

   a. User ID _____

   b. Node _____

   c. Network _____

12. If you have access to a telefacsimile machine please answer the following questions?

   a. _____ Fax number

   b. _____ It is a manual machine

   c. _____ It is an automatic machine

13. Please check any of the following CD ROM products that you are currently using or have access to:

   a. _____ Brodart's Le Pac

   b. _____ GPO on SilverPlatter

   c. _____ Auto-Graphics Documents Catalog Subscription Service Impact

   d. _____ Information Access Co. Government Publications Index

   e. _____ Marcive's GPO CAT/PAC

   f. _____ Other. Please list _____

   _____

14. Do you have access to OCLC?

    a. _____ Yes

    b. _____ No

15. Do you have access to RLIN?

    a. _____ Yes

    b. _____ No

16. Does the Regional Depository Librarian or any of the documents staff do online database searching?

    a. _____ Yes, documents staff does its own searching

    b. _____ Documents staff shares searching responsibility with other departments

    b. _____ No online searching done by documents staff

17. If the Depository library staff does any online database searching, please answer the following questions.

    a. What online systems do you use? (Please check all that apply).

        1. _____ DIALOG

        2. _____ BRS

        3. _____ ORBIT

        4. _____ OTHER. Please briefly list _____

        _____

    b. What databases do you use most?

        1. _____ MONTHLY CATALOG

        2. _____ NTIS

        3. _____ PRF

        4. _____ ERIC

        5. _____ OTHER. Briefly list _____

        _____

c. Who pays for the search costs?

1. _____ LIBRARY

2. _____ PATRON

3. _____ OTHER. Please briefly explain _____

_____

d. Do you allow patrons to do any of their own searches? (check all that apply)

1. _____ Yes, on Dialog system

2. _____ Yes, on BRS system

3. _____ Yes, on ORBIT system

4. _____ Yes, on BRS AFTER DARK

5. _____ Yes, on Knowledge Index

6. _____ No, patrons not allowed to search

F. STATISTICS

1. Does the library keep any of the following statistics for Federal Documents? (check all that apply)

a. _____ Paper depository documents received

1. _____ By number of pieces

2. _____ By number of titles

b. _____ Microfiche depository documents received

1. _____ By number of pieces

2. _____ By number of titles

c. _____ Number of non-depository documents received

d. _____ Number of non-depository microfiche received

f. _____ Number of depository shipments or boxes received per year

g. _____ Circulation for Federal Documents (i.e., documents actually checked out to patrons and allowed to leave the building)

h. ____ Circulation for Federal Documents used in house but not circulated out of the library

i. _____ Statistics for shelving of Federal Documents

j. _____ Statistics for filing Federal Documents Microfiche

k. _____ Reference questions involving/using/ having to do with Federal Documents

2. Are any of the Federal Documents counted in the main library's book count?

a. _____ All of the Federal Documents

b. _____ Some of the Federal Documents

c. _____ None of the Federal Documents

G. PUBLIC SERVICES/PUBLICITY

1. Does the library provide any of the following public services for patrons related to Federal Documents? (Please check all that apply.)

a. _____ Compiles subject bibliographies of Federal Documents

b. _____ Provides bibliographic instruction for use of Federal Documents

c. _____ Compiles guides/handouts on how to use Federal Documents

d. _____ Provides reference service for patrons to Federal Documents Collection

2. If you checked any of the services in question 1, who is chiefly responsible for providing those services?

a. _____ Regional Depository Librarian or other documents staff personnel provide the services

b. _____ Other library personnel not related to Federal Documents Collection provide the services

c. _____ Regional Depository Librarian and/or documents staff share responsibilities of providing services with other library personnel/departments

d. _____ Services not provided by library

3. Does your library circulate any of the Federal Documents Collection locally to your normal library community? (Does not include interlibrary loan).

a. _____ Less than 25% of the collection circulates

b. _____ 25% to 49% of the collection circulates

c. _____ 50% to 74% of the collection circulates

d. _____ 75% to 100% of the collection circulates

e. _____ None of the collection circulates

4. If you do circulate any or part of your Federal Documents Collection locally, what is your loan period? (If you do not circulate any documents please skip to question 5).

   a. _____ Less than 1 week

   b. _____ 1 week

   c. _____ 2 weeks

   d. _____ 3 weeks

   e. _____ 1 month

   f. _____ More than 1 month

   g. _____ Loan period varies either according to rank of patron or type of material circulating

5. Is any of the Federal Document Collection allowed to go out on interlibrary loan within the state?

   a. _____ Yes, less than 25% of the collection

   b. _____ Yes, 25% to 49% of the collection

   c. _____ Yes, 50% to 74% of the collection

   d. _____ Yes, 75% to 100% of the collection

   e. _____ None of the collection goes out on interlibrary loan within the state

6. Is any of the Federal Documents Collection allowed to go out on interlibrary loan outside the state?

   a. _____ Yes, less than 25% of the collection

   b. _____ Yes, 25% to 49% of the collection

   c. _____ Yes, 50% to 74% of the collection

   d. _____ Yes, 75% to 100% of the collection

   e. _____ None of the collection goes out on interlibrary loan outside the state

7. Does your state have a State Documents Plan?

   a. _____ Yes

   b. _____ No

8. If you answered yes to question 7, please answer the following:

   a. Was the Regional Depository Librarian involved with creating the Plan?

      1. _____ Yes

      2. _____ No

b. Did the State Documents Plan create or establish any type of permanent advisory council?

1. _____ Yes

2. _____ No

9. Are any of the following methods ever used to publicize the Federal Documents Collection?

a. _____ Radio spots

b. _____ Television spots

c. _____ Newspaper stories or ads

d. _____ Letters/phone calls to your own state's U. S. Senators

e. _____ Letters/phone calls to any of your own state's U. S.Representatives

f. _____ Letters/phone calls to any of your own local county/local government officials

g. _____ Letters/phone calls to any of your own state government officials

H. MICROFORMS

1. Are depository microfiche kept with

a. _____ The rest of the Federal Documents Collection

b. _____ In a special Microforms collection

c. _____ Other. Briefly explain _____

_____

2. Does the Federal Documents Collection have or have access to the following equipment related to microforms?

a. _____ Microfiche readers

b. _____ Microfiche printers or reader/printers

c. _____ Microfiche to Microfiche duplicators

d. _____ Portable or lap microfiche readers

e. _____ Microprint readers

f. _____ Microprint printer

I. REGIONAL MATTERS

1. Does the Regional Depository Librarian or other members of the Documents Staff visit the state's selectives periodically? (This does not include visits with GPO Inspectors)

   a. _____ Yes, 1 to 4 libraries a year

   b. _____ Yes, 5 to 9 libraries a year

   c. _____ Yes, 10 or more a year

   d. _____ Only occasionally, never on a regular basis

   e. _____ No visits

2. When the GPO Inspectors visit selectives in your region, does the Regional Depository Librarian or a member of the Documents Staff accompany the inspectors?

   a. _____ Yes, for about 25% of the inspections

   b. _____ Yes, for about 50% of the inspections

   c. _____ Yes, for about 75% of the inspections

   d. _____ Yes, for all of the inspections

   e. _____ No, for none of the inspections

3. If the Documents Staff visits selectives occasionally, or accompanies the GPO Inspectors during official visits, does the Library? (Please check all that apply).

   a. _____ Provide a library or state car

   b. _____ Reimburse the Librarian for gas and/or mileage

   c. _____ Pay or reimburse the Librarian for overnight accomodations

   e. _____ Pay or reimburse the Librarian for meals

   f. _____ No help from institution, Librarian pays all expenses

4. Have you sponsored any workshops, seminars, conferences or similar events for the depositories in your region?

   a. _____ Yes, in the last year

   b. _____ Yes, in the last two years

   c. _____ Yes, in the last three years

   d. _____ None

5. Do you issue or sponsor a newsletter to your selectives on regular basis?

   a. _____ Yes

   b. _____ No

6. Do you issue periodic memoranda or announcements to your selectives about your policies, programs, or other matters?

   a. _____ Yes

   b. _____ No

7. Do you have a discard policy or set of disposal guidelines for the selectives in your region?

   a. _____ Yes

   b. _____ No

8. Approximately how many discard lists do you process in an average year?

   a. _____ Less than 5

   b. _____ 5 to 14

   c. _____ 15 to 24

   d. _____ 25 to 34

   e. _____ More than 35

9. Approximately how long does it take you to process a discard list?

   a. _____ Less than 1 week

   b. _____ 1 week

   c. _____ 2 weeks

   d. _____ 3 weeks

   e. _____ 4 weeks

   f. _____ More than 4 weeks

10. After processing does the Regional Depository Librarian require selectives to circulate the lists to ? (Please check all that apply)

    a. _____ Other depositories in the state/region

    b. _____ Non-depository libraries in the state/region

    c. _____ Other Regional Depository Libraries in the United States

    d. _____ National "Needs and Offers List"

11. If the Regional Depository Librarian does require that selectives' discard lists be circulated to other libraries, who is responsible for circulating the lists?

    a. _____ The Regional Library

    b. _____ The Issuing library

    c. _____ Other. Briefly explain _____ _____

    _____

12. Does the Regional Depository Librarian require selective libraries within the region to keep certain documents longer than five years?

    a. _____ Yes, selectives required to keep small percentage of items longer than five years

    b. _____ Yes, selectives required to keep moderate percentage of items longer than five years

    c. _____ No requirement for selectives to keep any items longer than five years

13. Does the Regional Depository Librarian ever issue duplicate lists for discard from the regional collection?

    a. _____ Yes, occasionally

    b. _____ Yes, frequently

    c. _____ No

14. Has the Regional Depository Librarian or any other person or group in the state/region ever developed a union list of federal documents holdings for the region?

    a. _____ Yes

    b. _____ No

J. MAP COLLECTIONS (Significant Federal Documents Maps Collections; i.e., Geological Survey, Defense Mapping Agency, etc.)

1. Where are documents maps organizationally included in the library?
(Department or Section responsible for administering federal documents maps i.e. providing supervision, processing, public services, etc.)

   a. _____ The Documents Department/Section

   b. _____ Maps Department/Section

   c. _____ Other. Please list _____

   _____

2. Where are documents maps physically kept?

   a. _____ Documents collection

   b. _____ Maps collection

   c. _____ Other. Please explain _____

   _____

3. Who is directly responsible for the documents maps?

   a. _____ Regional Depository Librarian

   b. _____ Other professional documents personnel

   c. _____ Professional Maps Librarian

   d. _____ Paraprofessional

   e. _____ Student

   f. _____ Other. Please explain_____

   _____

4. Does the person responsible for the Maps devote?

   a. _____ Full time to the Maps Collection

   b. _____ Part time to the Maps Collection

5. Are documents maps cataloged in the main library catalog?

   a. _____ Yes, 0-24% are cataloged

   b. _____ Yes, 25%-49% are cataloged

   c. _____ Yes, 50%-74% are cataloged

   d. _____ Yes, 75%-100% are cataloged

   e. _____ No maps are cataloged

6. If documents maps are cataloged are they included in the libraries' automated catalog system?

   a. _____ Yes

   b. _____ No

   c. _____ Library has no automated catalog system

7. Are the documents maps classified?

   a. _____ Yes, using Superintendent of Documents Classification

   b. _____ Yes, using Library of Congress Classification

   c. _____ Yes, using Dewey Decimal Classification

   d. _____ Yes, using other system. Please explain briefly_____

   _____

   f. _____ No, documents maps are not classified

8. What is the circulation policy on documents maps?

   a. _____ Everything circulates

   b. _____ Second copies circulate

   c. _____ None circulate

   d. _____ Other. Please briefly explain _____

   _____

9. If you do circulate documents maps, what is the loan period?

a. _____ Less than 1 week

b. _____ 1 week

c. _____ 2 weeks

d. _____ 3 weeks

e. _____ 1 month

f. _____ More than 1 month

# APPENDIX II

## QUESTIONNAIRE RAW DATA

Appendix 2 - Questionnaire Raw Data

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A3 | A4 | A5 | A7 | A8 | A9 | A11a | A11b | A11c | A11d | A11F |
| 2 | B | 1976 | 1971 | Z | 12 | A | 0 | 1 | 1 | 0 | 0 |
| 3 | B | 1965 | 1860 | Z | 11 | F | 0 | 0 | 0 | 0 | 0 |
| 4 | E | 1982 | 1978 | Z | 17 | A | 0 | 1 | 0 | 0 | 0 |
| 5 | E | 1864 | . | Z | 14 | C | 0 | 1 | 0 | 0 | 0 |
| 6 | E | 1962 | 1895 | Z | 109 | F | 0 | 1 | 1 | 0 | 1 |
| 7 | C | 1974 | 1884 | Z | 22 | A | 0 | 1 | 1 | 0 | 0 |
| 8 | E | 1967 | . | Z | 34 | F | 0 | 1 | 1 | 0 | 0 |
| 9 | B | 1963 | 1908 | Z | 40 | C | 0 | 0 | 0 | 0 | 0 |
| 10 | B | 1977 | 1907 | Z | 27 | A | 0 | 1 | 0 | 1 | 1 |
| 11 | B | 1963 | 1907 | Z | 9 | A | 0 | 0 | 0 | 0 | 0 |
| 12 | E | 1963 | 1963 | A | 56 | C | 1 | 0 | 0 | 0 | 0 |
| 13 | E | 1963 | 1800 | Z | 35 | A | 1 | 0 | 0 | 0 | 0 |
| 14 | B | 1963 | 1884 | Z | 20 | F | 0 | 1 | 1 | 1 | 1 |
| 15 | B | 1976 | 1869 | Z | 16 | A | 0 | 0 | 0 | 1 | 1 |
| 16 | B | 1967 | 1907 | Z | 20 | F | 0 | 1 | 1 | 1 | 1 |
| 17 | B | 1967 | 1907 | Z | 27 | A | 0 | 0 | 0 | 1 | 0 |
| 18 | B | 1964 | 1896 | Z | 10 | C | 0 | 1 | 1 | 0 | 0 |
| 19 | B | 1968 | 1925 | Z | 88 | F | 0 | 0 | 0 | 1 | 0 |
| 20 | C | 1971 | 1859 | Z | 32 | A | 0 | 1 | 1 | 1 | 1 |
| 21 | C | 1964 | 1868 | A | 23 | B | 0 | 0 | 0 | 0 | 0 |
| 22 | E | 1963 | 1800 | A | 22 | A | 0 | 1 | 0 | 0 | 0 |
| 23 | B | 1963 | 1907 | Z | 35 | F | 0 | 1 | 1 | 1 | 1 |
| 24 | B | 1976 | 1883 | Z | 11 | A | 0 | 1 | 0 | 0 | 0 |
| 25 | B | 1986 | 1862 | Z | 30 | C | 0 | 1 | 0 | 0 | 0 |
| 26 | B | 1965 | 1909 | Z | 7 | A | 0 | 0 | 0 | 0 | 0 |
| 27 | B | 1963 | 1907 | Z | 7 | A | 0 | 1 | 1 | 1 | 1 |
| 28 | E | 1960 | 1960 | C | 9 | A | 0 | 0 | 0 | 0 | 0 |
| 29 | B | 1968 | 1896 | Z | 9 | A | 0 | 1 | 0 | 1 | 0 |
| 30 | B | 1962 | 1884 | Z | 32 | A | 1 | 1 | 0 | 1 | 0 |
| 31 | B | 1968 | 1907 | B | 8 | F | 1 | 0 | 0 | 0 | 0 |
| 32 | C | 1962 | . | Z | 61 | A | 0 | 1 | 0 | 0 | 0 |
| 33 | B | 1979 | 1907 | Z | 7 | A | 0 | 1 | 1 | 1 | 1 |
| 34 | B | 1986 | 1893 | B | 16 | A | 0 | 1 | 0 | 0 | 0 |
| 35 | B | 1986 | 1884 | B | 15 | A | 0 | 0 | 0 | 1 | 0 |
| 36 | E | 1968 | . | Z | 62 | C | 0 | 1 | 0 | 0 | 0 |
| 37 | B | 1972 | 1963 | Z | 20 | E | 0 | 1 | 1 | 1 | 0 |
| 38 | E | 1962 | 1893 | Z | 11 | A | 0 | 0 | 0 | 0 | 0 |
| 39 | E | 1962 | . | A | 33 | A | 0 | 0 | 0 | 0 | 0 |
| 40 | B | 1963 | 1935 | A | 26 | A | 1 | 0 | 0 | 0 | 0 |
| 41 | B | 1969 | 1910 | Z | 29 | A | 0 | 1 | 0 | 1 | 0 |
| 42 | C | 1964 | 1861 | Z | 29 | F | 0 | 0 | 0 | 0 | 0 |
| 43 | E | 1962 | 1870 | B | 18 | F | 0 | 1 | 1 | 0 | 1 |
| 44 | E | 1974 | . | Z | 9 | A | 0 | 1 | 1 | 0 | 0 |
| 45 | E | . | 1890 | B | 8 | C | 0 | 0 | 0 | 0 | 0 |
| 46 | B | 1963 | 1879 | C | 23 | A | 0 | 1 | 1 | 1 | 1 |

| | L | M | N | O | P | Q | R | S | T | U | V |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A11g | A11H1 | A11H2 | A11H3 | A11H4 | A11H5 | A11H6 | A11i | A12 | A12 | A14a |
| 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | Z | B | 0 |
| 3 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | A | A | 0 |
| 4 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | B | A | 1 |
| 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 6 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | A | B | 0 |
| 7 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 8 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | A | 1 |
| 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | A | 1 |
| 11 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | A | B | 1 |
| 12 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | A | A | 0 |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B | 0 |
| 14 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | B | A | 0 |
| 15 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | A | A | 0 |
| 16 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | B | A | 0 |
| 17 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | A | A | 0 |
| 18 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | B | B | 1 |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A | A | 0 |
| 20 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | A | A | 1 |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B | 0 |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | B | 0 |
| 23 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | A | A | 0 |
| 24 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | B | B | 1 |
| 25 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A | A | 0 |
| 26 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 27 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | A | B | 1 |
| 28 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 29 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | A | A | 1 |
| 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | A | 0 |
| 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 32 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B | 1 |
| 33 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | A | A | 1 |
| 34 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | A | B | 0 |
| 35 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | B | A | 0 |
| 36 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 38 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B | 1 |
| 39 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B | 0 |
| 41 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | A | A | 0 |
| 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | A | 0 |
| 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B | 0 |
| 45 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | B | B | 0 |
| 46 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | A | A | 1 |

| | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A14B | A14C | A14D | A14E | A14F | A14E B | A14G | A14H | A14I | A15 | A16 |
| 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | C | B |
| 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | A | Z |
| 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | C | D |
| 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | F |
| 7 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A | Z |
| 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | E |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 11 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | B |
| 12 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | C | D |
| 13 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | A | Z |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | F |
| 15 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | F |
| 16 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | C |
| 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | C | Z |
| 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | Z |
| 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | B |
| 20 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A | Z |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A | Z |
| 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | F |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | F |
| 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | B |
| 25 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | A |
| 26 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | C |
| 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 28 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | C | Z |
| 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 30 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | C | Z |
| 31 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | A |
| 32 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | B | F |
| 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 34 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | A |
| 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A | Z |
| 36 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | C | Z |
| 37 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B |
| 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |
| 39 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A | Z |
| 40 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B |
| 41 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | B |
| 42 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | C | Z |
| 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | C | Z |
| 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A | Z |
| 45 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | C | Z |
| 46 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | F |

| | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ | AR |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | B1A | B1B | B2 | B3A | B3B | B3C | B4 | B5 | B6 | B7 | B8A |
| 2 | 1 | 2 | 56 | 2 | 0 | 0 | 80 | 60 | A | A | 0 |
| 3 | 2 | 5 | 96 | 2 | 0 | 0 | 77.5 | 109 | A | A | 0 |
| 4 | 1 | 0 | 40 | 2 | 0 | 0 | 80 | 5 | B | Z | 0 |
| 5 | 3 | 0 | 90 | 5 | 0 | 0 | 170 | . | A | A | 0 |
| 6 | 6 | 1 | 254 | 8 | 0 | 0 | 320 | 0 | A | A | 0 |
| 7 | 8 | 2 | . | 4 | 3 | 0 | . | 0 | B | B | 0 |
| 8 | 1 | 0 | . | 3 | 0 | 0 | 105 | 15 | A | A | 0 |
| 9 | 5 | 0 | 200 | 6 | 0 | 0 | 240 | 100 | A | A | 0 |
| 10 | 3 | 2 | 174 | 4 | 0 | 0 | 160 | 100 | A | A | 0 |
| 11 | 1 | 0 | . | 1 | 1 | 0 | 60 | 40 | A | A | 0 |
| 12 | 1 | 0 | 60 | 1 | 0 | 0 | 35 | . | Z | Z | 0 |
| 13 | 2 | 0 | 62.5 | 2 | 0 | 0 | 75 | . | A | A | 0 |
| 14 | 4 | 0 | 160 | 5 | 0 | 0 | 200 | 61 | A | A | 1 |
| 15 | 3 | 0 | 100 | 3 | 0 | 0 | 120 | 188 | A | A | 1 |
| 16 | 2 | 0 | 75 | 4 | 1 | 0 | 160 | 120 | A | A | 0 |
| 17 | 4 | 0 | 160 | 3 | 0 | 0 | 120 | 260 | A | A | 1 |
| 18 | 2 | 0 | 80 | 2 | 0 | 0 | 80 | 144 | B | Z | 0 |
| 19 | 3 | 0 | 106.5 | 1 | 3 | 0 | 89 | 70 | B | Z | 0 |
| 20 | 5 | 0 | 175 | 5 | 0 | 0 | 175 | 36 | B | Z | 0 |
| 21 | 3 | 3 | 170 | 4 | 0 | 0 | 160 | 40 | A | A | 0 |
| 22 | 2 | 1 | 95 | 3 | 0 | 0 | 120 | 60 | A | A | 1 |
| 23 | 2 | 0 | 80 | 4 | 1 | 0 | 190 | 80 | A | A | 1 |
| 24 | 1 | 0 | 40 | 3.5 | 0 | 0 | 131.3 | 100 | A | A | 0 |
| 25 | 2 | 1 | 96 | 1 | 1 | 0 | 60 | 40 | A | A | 0 |
| 26 | 1 | 0 | 40 | 2 | 0 | 0 | 80 | 45 | B | Z | 0 |
| 27 | 2 | 1 | 83 | 3 | 0 | 0 | 120 | 100 | A | A | 1 |
| 28 | . | 2 | 24 | 1 | 2 | 0 | 80 | 0 | B | Z | 0 |
| 29 | 3 | 0 | 78 | 3 | 1 | 0 | 140 | 140 | A | A | 0 |
| 30 | 2 | 0 | 78 | 3 | 0 | 0 | 120 | 75 | A | A | 0 |
| 31 | 0.5 | 0 | 20 | 0.5 | 0 | 0 | 20 | 30 | B | Z | 0 |
| 32 | 1 | 1 | 60 | 3 | 0 | 0 | 120 | 0 | A | A | 1 |
| 33 | 6 | 0 | 240 | 5 | 0 | 0 | 200 | 125 | A | A | 1 |
| 34 | 1 | 0 | 37.5 | 4 | 1 | 0 | 170 | 30 | A | A | 1 |
| 35 | 2 | 0 | 75 | 1 | 0 | 0 | 37.5 | 84 | B | Z | 0 |
| 36 | 2.5 | 0 | 92.5 | 3 | 0 | 0 | 112.5 | 0 | B | Z | 0 |
| 37 | 1 | 0 | 40 | 1 | 0 | 0 | 40 | 30 | B | Z | 0 |
| 38 | 2 | 0 | 40 | 2 | 1 | 0 | 60 | 0 | A | A | 0 |
| 39 | 3.5 | 0 | 97 | 0 | 5 | 0 | 75 | 0 | B | Z | 0 |
| 40 | 1 | 10 | 120 | 3 | 1 | 0 | 140 | 152 | A | A | 1 |
| 41 | 2 | 0 | 80 | 3 | 1 | 0 | 140 | 80 | B | Z | 0 |
| 42 | 0 | 2 | 35 | 1 | 1 | 0 | 80 | 0 | A | A | 0 |
| 43 | 0 | 4 | 60 | 1 | 0 | 0 | 40 | 15 | A | A | 0 |
| 44 | 1 | 0 | 40 | 3 | 0 | 0 | 40 | 0 | B | B | 0 |
| 45 | 0 | 4 | 10 | 1 | 0 | 0 | 40 | 12 | B | Z | 0 |
| 46 | 3 | 0 | 120 | 5 | 0 | 0 | 200 | 120 | A | A | 1 |

| | AS | AT | AU | AV | AW | AX | AY | AZ | BA | BB | BC |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | B8B | B8C | B8D | B8E | B9A | B9B | B9C | B9D | B9E | B10 | B11A |
| 2 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 3 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | A | 1 |
| 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 5 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |
| 6 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | A | 1 |
| 7 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 9 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | B | 1 |
| 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | B | 1 |
| 11 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | B | 1 |
| 12 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | Z | 0 |
| 13 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | A | 1 |
| 14 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |
| 15 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |
| 16 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | B | 1 |
| 17 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | B | 1 |
| 18 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 0 |
| 19 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 20 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 21 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | B | 1 |
| 22 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | A | 0 |
| 23 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | B | 1 |
| 24 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | B | 0 |
| 25 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 26 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 27 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 0 |
| 28 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 29 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | A | 1 |
| 30 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | B | 1 |
| 31 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 0 |
| 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A | 1 |
| 33 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |
| 34 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | B | 1 |
| 35 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 36 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 37 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | A | 1 |
| 38 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | B | 1 |
| 39 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 40 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |
| 41 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | B | 1 |
| 42 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | B | 1 |
| 43 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | B | 0 |
| 44 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 0 |
| 45 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B | 0 |
| 46 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | B | 1 |

| | BD | BE | BF | BG | BH | BI | BJ | BK | BL | BM | BN |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | B11B | B11C | B11D | B11E | B12A | B12B | B12C | B12D | B12E | B13A | B13B |
| 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 3 |
| 3 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 4 |
| 4 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | . | 4 |
| 5 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 4 |
| 6 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 4 | 4 |
| 7 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | . | . |
| 8 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 4 |
| 9 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 2 |
| 10 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | . | 4 |
| 11 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 3 |
| 12 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 4 | 4 |
| 13 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 4 |
| 14 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| 15 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 1 |
| 16 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 1 |
| 17 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 2 |
| 18 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 4 |
| 19 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | . | 4 |
| 20 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 | 4 |
| 21 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 5 | 4 |
| 22 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 4 |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 |
| 24 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 4 |
| 25 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | . | 4 |
| 26 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | . | . |
| 27 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 4 | 4 |
| 28 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | . | . |
| 29 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 4 |
| 30 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 4 |
| 31 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | . | 4 |
| 32 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 4 |
| 33 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 4 | 1 |
| 34 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | 4 |
| 35 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | . | 4 |
| 36 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | . | 4 |
| 37 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | . | 2 |
| 38 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 4 |
| 39 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 5 | 4 |
| 40 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 2 |
| 41 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 | 4 |
| 42 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 3 | 4 |
| 43 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 5 | 5 |
| 44 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 4 |
| 45 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | . | 4 |
| 46 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 4 |

| | BO | BP | BQ | BR | BS | BT | BU | BV | BW | BX | BY |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | B14 | B15 | B16A | B16B | B16C | B16D | B17 | B18A | B18B | B18C | B18D |
| 2 | A | A | 1 | 0 | 0 | 0 | C | 0 | 1 | 1 | 0 |
| 3 | A | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 0 | 0 |
| 4 | A | A | 1 | 0 | 0 | 0 | D | 1 | 1 | 0 | 0 |
| 5 | A | A | 1 | 0 | 0 | 0 | B | 0 | 1 | 0 | 0 |
| 6 | A | A | 1 | 0 | 1 | 0 | D | 0 | 1 | 0 | 0 |
| 7 | A | B | 0 | 0 | 0 | 0 | C | 0 | 1 | 0 | 0 |
| 8 | B | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 0 | 0 |
| 9 | A | A | 1 | 0 | 0 | 0 | E | 0 | 1 | 0 | 0 |
| 10 | A | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 1 | 0 |
| 11 | A | B | 0 | 0 | 0 | 0 | Z | 0 | 1 | 1 | 0 |
| 12 | Z | A | 1 | 0 | 1 | 0 | D | 0 | 0 | 0 | 0 |
| 13 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 14 | A | A | 1 | 0 | 1 | 0 | C/D | 0 | 1 | 0 | 0 |
| 15 | A | A | 1 | 0 | 0 | 0 | A | 0 | 1 | 0 | 0 |
| 16 | A | A | 1 | 0 | 0 | 0 | C | 0 | 1 | 0 | 0 |
| 17 | A | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 0 | 0 |
| 18 | A | A | 1 | 0 | 0 | 1 | B | 0 | 1 | 1 | 0 |
| 19 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 20 | B | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 21 | B | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 0 | 0 |
| 22 | A | A | 1 | 0 | 1 | 0 | D | 0 | 1 | 0 | 0 |
| 23 | A | A | 1 | 0 | 1 | 0 | E | 0 | 1 | 0 | 0 |
| 24 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 25 | B | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 26 | A | A | 1 | 0 | 0 | 0 | C | 0 | 1 | 0 | 0 |
| 27 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 1 | 0 |
| 28 | A | A | 1 | 0 | 0 | 0 | Z | 1 | 1 | 0 | 0 |
| 29 | A | A | 1 | 0 | 0 | 0 | E | 0 | 1 | 1 | 0 |
| 30 | A | A | 1 | 0 | 0 | 1 | A | 0 | 1 | 1 | 0 |
| 31 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 32 | A | A | 1 | 0 | 1 | 0 | D | 0 | 1 | 0 | 0 |
| 33 | A | A | 1 | 0 | 0 | 0 | C | 0 | 1 | 1 | 0 |
| 34 | A | A | 1 | 0 | 0 | 1 | B | 0 | 1 | 0 | 0 |
| 35 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 36 | A | A | 1 | 0 | 0 | 0 | D | 1 | 1 | 0 | 0 |
| 37 | A | A | 1 | 0 | 1 | 0 | A | 0 | 1 | 1 | 0 |
| 38 | A | A | 1 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 39 | B | A | 0 | 1 | 0 | 0 | E | 0 | 1 | 0 | 0 |
| 40 | A | A | 1 | 0 | 0 | 1 | B | 0 | 1 | 1 | 0 |
| 41 | B | A | 1 | 0 | 0 | 0 | A | 0 | 1 | 0 | 0 |
| 42 | A | A | 1 | 0 | 1 | 0 | C | 1 | 1 | 0 | 0 |
| 43 | A | A | 1 | 0 | 1 | 0 | E | 0 | 1 | 0 | 0 |
| 44 | A | B | 0 | 0 | 0 | 0 | D | 0 | 1 | 0 | 0 |
| 45 | A | A | 1 | 0 | 0 | 1 | D | 0 | 1 | 0 | 0 |
| 46 | A | A | 1 | 0 | 1 | 0 | B | 0 | 1 | 0 | 0 |

| | BZ | CA | CB | CC | CD | CE | CF | CG | CH | CI | CJ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | B18E | B18F | B18G | C1A | C1B | C1C | C3A | C3B | C3C | C3D | C4 |
| 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | D |
| 3 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | A |
| 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | A/C |
| 5 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 6 | 0 | 0 | 0 | 1 | 3 | 1 | 0 | 1 | 0 | 0 | A |
| 7 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | A |
| 8 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | A |
| 9 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | A |
| 10 | 0 | 0 | 0 | 1 | 3 | 0 | 1 | 1 | 1 | 0 | C |
| 11 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | C |
| 12 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | C |
| 13 | 0 | 0 | 0 | 13 | 23 | 0 | 0 | - 0 | 0 | 1 | A/C |
| 14 | 0 | 0 | 0 | 1 | 4 | 0 | 1 | 0 | 1 | 0 | A |
| 15 | 0 | 0 | 0 | 3 | 2 | 0 | 1 | 1 | 0 | 1 | A |
| 16 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | A/C |
| 17 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | A |
| 18 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 19 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | C |
| 20 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | D |
| 21 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | A/C |
| 22 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | A |
| 23 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | A |
| 24 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 1 | 0 | D |
| 25 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | C |
| 26 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | A/C |
| 27 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | D |
| 28 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | C |
| 29 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | A |
| 30 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | C |
| 31 | 0 | 0 | 0 | 13 | 0 | 0 | 0 | 1 | 0 | 0 | A |
| 32 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | A |
| 33 | 0 | 0 | 0 | 3 | 3 | 0 | 1 | 1 | 0 | 0 | A |
| 34 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 35 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | A |
| 36 | 0 | 0 | 0 | 3 | 0 | 0 | 1 | 1 | 1 | 1 | A |
| 37 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | A |
| 38 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | A |
| 39 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 1 | A |
| 40 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | A |
| 41 | 0 | 0 | 0 | 1 | 2 | 0 | 1 | 1 | 1 | 0 | A |
| 42 | 0 | 0 | 0 | 1 | 34 | 0 | 0 | 0 | 0 | 1 | A |
| 43 | 0 | 0 | 0 | 1 | 4 | 1 | 0 | 0 | 0 | 1 | A |
| 44 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | A |
| 45 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | C |
| 46 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | A |

| | CK | CL | CM | CN | CO | CP | CQ | CR | CS | CT | CU |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | C6 | C7 | D1 | D2 | D2A | D2B | D2C | D2D | D3 | D4 | D5A |
| 2 | B | A | A | A | 1 | 0 | 0 | 0 | B | C | . |
| 3 | B | A | A | A | 0 | 1 | 0 | 0 | B | A | . |
| 4 | A | A | B | Z | . | . | . | . | Z | Z | . |
| 5 | A | A | A | A | 0 | 1 | 1 | 0 | B | C | . |
| 6 | B | A | A | A | 1 | 0 | 0 | 0 | A | A | . |
| 7 | B | Z | A | A | 1 | 0 | 1 | 0 | B | A | 4 |
| 8 | C | A | A | A | 0 | 1 | 0 | 0 | B | C | . |
| 9 | B/C | A | A | A | 0 | 1 | 1 | 0 | B | A | 3 |
| 10 | A | C | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 11 | A | A | A | B | 1 | 0 | 0 | 0 | C | A | 4 |
| 12 | A | A | B | Z | 1 | 0 | 0 | 0 | B | A | 1 |
| 13 | D | A | B | Z | 0 | 0 | 0 | 0 | Z | B | . |
| 14 | B | A | A | A | 0 | 1 | 0 | 0 | B | A | . |
| 15 | A | A | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 16 | A | A/C | A | A | 1 | 1 | 1 | 0 | B | A | . |
| 17 | A | A | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 18 | B | A | A | A | 0 | 1 | 0 | 0 | B | C | . |
| 19 | A | A | A | A | 0 | 1 | 0 | 0 | B | A | . |
| 20 | D | C | A | A | 0 | 1 | 0 | 0 | B | C | . |
| 21 | B | A | A | A | 0 | 0 | 1 | 0 | B | A | 3 |
| 22 | A | A | A | A | 1 | 0 | 0 | 0 | B | A | 4 |
| 23 | B | A | A | A | 0 | 1 | 1 | 0 | B | A | . |
| 24 | A | A | A | B | 1 | 0 | 0 | 0 | D | A | 3 |
| 25 | A | C | A | A | 1 | 1 | 1 | 0 | C | A | 4 |
| 26 | B | A | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 27 | B | A | A | A | 1 | 0 | 0 | 0 | B | A | . |
| 28 | A | A/C | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 29 | A | A | A | A | 1 | 0 | 0 | 0 | A | A | 23 |
| 30 | B | A | A | A | 1 | 0 | 0 | 0 | B | B | . |
| 31 | A | A | A | A | 1 | 0 | 0 | 0 | B | A | . |
| 32 | A | C | A | B | 1 | 0 | 0 | 0 | A | A | 4 |
| 33 | A | B | B | A | 0 | 0 | 0 | 1 | A | C | . |
| 34 | D | A | A | A | 0 | 1 | 0 | 0 | B | A | . |
| 35 | A | A | A | A | 0 | 1 | 0 | 0 | B | C | . |
| 36 | B | A | A | D | 1 | 0 | 0 | 0 | B | A | 3 |
| 37 | A | A | A | B | 0 | 1 | 0 | 0 | B | A | . |
| 38 | D | C | A | D | 1 | 0 | 0 | 0 | B | A | 1 |
| 39 | B | A | A | A | 1 | 0 | 0 | 0 | B | C | . |
| 40 | A | A | A | A | 0 | 1 | 0 | 0 | B | C | . |
| 41 | B | A | B | Z | 0 | 0 | 0 | 0 | Z | B | . |
| 42 | B | A | A | A | 0 | 0 | 1 | 0 | B | C | . |
| 43 | A | A | A | A | 1 | 1 | 0 | 0 | A | A | 4 |
| 44 | A | Z | B | Z | 0 | 0 | 0 | 0 | Z | Z | . |
| 45 | A | A | A | A | 0 | 1 | 0 | 0 | B | A | 1 |
| 46 | A | A | B | A | 1 | 0 | 0 | 0 | A | A | 1 |

| | CV | CW | CX | CY | CZ | DA | DB | DC | DD | DE | DF |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | D5B | D5C | D5D | D5E1 | D5E2 | D5E3 | E1 | E2A | E2B | E2C | E2D |
| 2 | . | . | . | . | . | . | A | 1 | 0 | 0 | 1 |
| 3 | 1 | 6 | 2 | 1 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 4 | . | . | . | . | . | . | B | 1 | 0 | 0 | 0 |
| 5 | . | . | . | . | . | . | A | 1 | 0 | 0 | 0 |
| 6 | 2 | 6 | 2 | . | . | 1 | A | 1 | 0 | 0 | 0 |
| 7 | 1 | . | 2 | . | 1 | . | A | 1 | 0 | 0 | 0 |
| 8 | . | . | . | . | . | . | A | 1 | 0 | 0 | 0 |
| 9 | 12 | 1 | 1 | 1 | 1 | 1 | A | 1 | 1 | 0 | 0 |
| 10 | . | . | . | . | . | . | A | 1 | 1 | 0 | 0 |
| 11 | 3 | 5 | 1 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 12 | 1 | 4 | 2 | 1 | 1 | 1 | B | 1 | 0 | 0 | 0 |
| 13 | . | . | . | 0 | 0 | 0 | A | 0 | 1 | 0 | 0 |
| 14 | 2 | 1 | 2 | . | . | . | A | 1 | 0 | 0 | 0 |
| 15 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 16 | 1 | 3 | 2 | 1 | 1 | 1 | A | 1 | 0 | 0 | 0 |
| 17 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 18 | . | . | . | 0 | 0 | 0 | B | 1 | 1 | 0 | 0 |
| 19 | . | 6 | . | 0 | 1 | 1 | A | 1 | 0 | 0 | 0 |
| 20 | . | . | . | 0 | 0 | 0 | B | 1 | 0 | 0 | 0 |
| 21 | 1 | 1 | 2 | 1 | 1 | 1 | A | 1 | 0 | 0 | 0 |
| 22 | 1 | 1 | 1 | 1 | 1 | 0 | A | 1 | 1 | 0 | 0 |
| 23 | . | 1 | 2 | 1 | 1 | 1 | A | 1 | 0 | 0 | 0 |
| 24 | . | 4 | 1 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 25 | 1 | 6 | 2 | 1 | 1 | 1 | A | 1 | 0 | 0 | 0 |
| 26 | 3 | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 27 | 2 | 6 | 1 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 28 | . | . | . | 0 | 0 | 0 | B | 1 | 0 | 0 | 0 |
| 29 | . | 26 | 1 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 30 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 31 | 1 | 6 | . | 1 | 1 | 1 | B | 1 | 0 | 0 | 0 |
| 32 | 1 | 6 | 2 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 33 | 1 | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 34 | 1 | 1 | 2 | 1 | 1 | 0 | A | 0 | 1 | 0 | 0 |
| 35 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 36 | . | 1 | 1 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 37 | 3 | . | . | 1 | 1 | 1 | B | 1 | 0 | 1 | 0 |
| 38 | . | 1 | 2 | 0 | 1 | 0 | B | 1 | 0 | 0 | 0 |
| 39 | . | . | . | 0 | 0 | 0 | B | 1 | 1 | 0 | 0 |
| 40 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 41 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 42 | . | . | . | 0 | 0 | 0 | B | 1 | 0 | 0 | 0 |
| 43 | 1 | 1 | 2 | 1 | 1 | 0 | A | 1 | 0 | 0 | 0 |
| 44 | . | . | . | 0 | 0 | 0 | A | 1 | 0 | 0 | 1 |
| 45 | 1 | 6 | 2 | 0 | 0 | 1 | B | 0 | 0 | 0 | 1 |
| 46 | 1 | 6 | 2 | 0 | 1 | 0 | A | 1 | 0 | 0 | 0 |

| | DG | DH | DI | DJ | DK | DL | DM | DN | DO | DP | DQ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E3 | E5A | E5B | E5C | E5D | E5E | E6 | E7A | E7B | E7C | E7D |
| 2 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 0 | 1 | 0 |
| 3 | A | 0 | 0 | 0 | 1 | 0 | B | 0 | 1 | 0 | 0 |
| 4 | A | 1 | 0 | 0 | 1 | 0 | A | 0 | 0 | 0 | 0 |
| 5 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 1 | 1 | 0 |
| 6 | A | 0 | 0 | 0 | 0 | 1 | A | 0 | 1 | 0 | 0 |
| 7 | B | 1 | 0 | 0 | 0 | 0 | Z | 0 | 1 | 0 | 0 |
| 8 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 0 | 1 | 1 |
| 9 | A | 1 | 0 | 0 | 1 | 0 | A | 1 | 1 | 1 | 1 |
| 10 | A | 1 | 0 | 0 | 0 | 0 | C | 0 | 0 | 1 | 1 |
| 11 | A | 1 | 0 | 0 | 0 | 0 | A | 1 | 0 | 1 | 0 |
| 12 | A | 1 | 0 | 0 | 1 | 0 | A | 0 | 0 | 1 | 0 |
| 13 | A | 0 | 0 | 0 | 0 | 0 | Z | 1 | 0 | 0 | 0 |
| 14 | A | 1 | 0 | 0 | 0 | 0 | A | 1 | 0 | 0 | 0 |
| 15 | A | 1 | 0 | 0 | 1 | 0 | A | 0 | 1 | 1 | 1 |
| 16 | B | 0 | 0 | 0 | 1 | 0 | A | 0 | 0 | 1 | 0 |
| 17 | A | 1 | 1 | 0 | 0 | 0 | A | 0 | 1 | 0 | 1 |
| 18 | B | 0 | 0 | 0 | 0 | 1 | A | 1 | 0 | 1 | 0 |
| 19 | A | 0 | 0 | 0 | 1 | 0 | A | 0 | 1 | 0 | 1 |
| 20 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 1 | 1 | 0 |
| 21 | A | 1 | 0 | 0 | 1 | 0 | A | 0 | 0 | 1 | 0 |
| 22 | A | 0 | 0 | 0 | 0 | 1 | A | 1 | 0 | 1 | 0 |
| 23 | B | 0 | 0 | 0 | 0 | 1 | A | 0 | 1 | 0 | 0 |
| 24 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 1 | 1 | 0 |
| 25 | A | 1 | 0 | 0 | 0 | 0 | C | 0 | 1 | 0 | 0 |
| 26 | A | 1 | 0 | 0 | 1 | 0 | C | 0 | 1 | 0 | 0 |
| 27 | A | 1 | 1 | 0 | 1 | 0 | A | 0 | 1 | 1 | 1 |
| 28 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 0 | 1 | 1 |
| 29 | A | 1 | 1 | 0 | 0 | 0 | A | 0 | 0 | 1 | 0 |
| 30 | A | 1 | 0 | 0 | 0 | 0 | C | 1 | 0 | 0 | 1 |
| 31 | A | 1 | 1 | 1 | 0 | 0 | A | 0 | 1 | 1 | 1 |
| 32 | A | 1 | 0 | 0 | 0 | 0 | C | 0 | 0 | 1 | 0 |
| 33 | A | 0 | 1 | 0 | 0 | 0 | A | 0 | 1 | 0 | 1 |
| 34 | A | 0 | 0 | 0 | 0 | 1 | A | 0 | 0 | 1 | 0 |
| 35 | A | 1 | 0 | 0 | 0 | 0 | C | 0 | 1 | 0 | 1 |
| 36 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 0 | 1 | 0 |
| 37 | A | 0 | 0 | 1 | 0 | 0 | A | 0 | 0 | 0 | 0 |
| 38 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 1 | 0 | 0 |
| 39 | A | 0 | 0 | 0 | 0 | 1 | B | 1 | 0 | 0 | 0 |
| 40 | A | 1 | 0 | 0 | 0 | 0 | A | 0 | 0 | 1 | 1 |
| 41 | A | 0 | 0 | 0 | 1 | 0 | A | 0 | 1 | 0 | 1 |
| 42 | A | 1 | 0 | 0 | 0 | 0 | Z | 0 | 0 | 0 | 0 |
| 43 | B | 0 | 0 | 0 | 1 | 0 | C | 0 | 0 | 1 | 0 |
| 44 | A | 0 | 0 | 1 | 0 | 0 | C | 0 | 1 | 0 | 0 |
| 45 | A | 0 | 0 | 0 | 1 | 0 | C | 1 | 0 | 0 | 0 |
| 46 | A | 1 | 0 | 1 | 0 | 0 | A | 0 | 1 | 0 | 1 |

| | DR | DS | DT | DU | DV | DW | DX | DY | DZ | EA | EB |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E7E | E7F | E7G | E7H | E7I | E7J | E7K | E7L | E7M | E8 | E9 |
| 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | B | A |
| 3 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | A | B |
| 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 5 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | B | B |
| 6 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | B | B |
| 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 8 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B |
| 9 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | A | B |
| 10 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | B |
| 11 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | B | B |
| 12 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A | B |
| 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 14 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | B | B |
| 15 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | B | B |
| 16 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | A | A |
| 17 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | A | B |
| 18 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | A | B |
| 19 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | A | A |
| 20 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A | A |
| 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | B | B |
| 22 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | A | B |
| 23 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A | B |
| 24 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | A | B |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 26 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | B | B |
| 27 | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | A | A |
| 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | B | B |
| 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B |
| 30 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | B | B |
| 31 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A | B |
| 32 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 33 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | A | B |
| 34 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | A | A |
| 35 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | B | B |
| 36 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | A | B |
| 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B | B |
| 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B |
| 39 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | A | B |
| 40 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B | A |
| 41 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | A | A |
| 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Z | Z |
| 43 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A | B |
| 44 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | B |
| 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A | A |
| 46 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | A | . |

| | EC | ED | EE | EF | EG | EH | EI | EJ | EK | EL | EM |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E10A | E10B | E10C | E10D | E13A | E13B | E13C | E13D | E13E | E13F | E14 |
| 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 3 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 4 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | A |
| 5 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 6 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| 7 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 8 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | A |
| 9 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | A |
| 10 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 11 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | B |
| 12 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| 13 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| 14 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B |
| 15 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 16 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 17 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A |
| 18 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A |
| 19 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | A |
| 20 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | A |
| 21 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | A |
| 22 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 23 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 24 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| 25 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | A |
| 26 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | B |
| 27 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 28 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A |
| 29 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| 30 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | A |
| 31 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 32 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 33 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 34 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A |
| 35 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | A |
| 36 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | A |
| 37 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 38 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 39 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 40 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | A |
| 41 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 42 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | A |
| 43 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | A |
| 44 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | A |
| 45 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | A |
| 46 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | A |

| | EN | EO | EP | EQ | ER | ES | ET | EU | EV | EW | EX |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E15 | E16 | E17A1 | E17A2 | E17A3 | E17A4 | E17B1 | E17B2 | E17B3 | E17B4 | E17B5 |
| 2 | B | B | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| 3 | B | B | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| 4 | Z | C | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 |
| 5 | B | A | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 |
| 6 | A | A | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 | Z | A | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 8 | B | B | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 9 | A | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | B | B | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 |
| 11 | A | B | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 12 | B | A | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13 | B | A/B | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 14 | A | b | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 15 | B | A | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 16 | A | A/B | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 17 | A | B | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| 18 | B | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | B | A | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| 20 | B | A/B | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 |
| 21 | B | A | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| 22 | B | B | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 |
| 23 | A | B | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 24 | B | B | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 |
| 25 | A | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | B | b | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | A | A | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |
| 28 | B | b | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 1 |
| 29 | A | B | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 30 | A | A | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 |
| 31 | A | B | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 |
| 32 | B | A | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 33 | Z | A | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| 34 | B | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 35 | B | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 36 | B | B | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 37 | A | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 38 | B | b | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 39 | B | A | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 |
| 40 | B | B | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 41 | A | A | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 |
| 42 | B | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 43 | A | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 44 | B | A | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 45 | B | b | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 46 | A | A | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

| | EY | EZ | FA | FB | FC | FD | FE | FF | FG | FH | FI |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | E17C1 | E17C2 | E17C3 | E17D1 | E17D2 | E17D3 | E17D4 | E17D5 | E17D6 | F1A1 | F1A2 |
| 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 7 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 8 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 10 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| 11 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 12 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| 13 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 15 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 16 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 17 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 19 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 20 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 21 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 22 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 23 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 24 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 26 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 27 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| 28 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 29 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 30 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 |
| 31 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 32 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 33 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 36 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 38 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 39 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 40 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 |
| 41 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 44 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 46 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 |

| | FJ | FK | FL | FM | FN | FO | FP | FQ | FR | FS | FT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | F1B1 | F1B2 | F1C | F1D | F1F | F1G | F1H | F1I | F1J | F1K | F2 |
| 2 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | A |
| 3 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | B |
| 4 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | C |
| 5 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | A |
| 6 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | A |
| 7 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | B |
| 8 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | B |
| 9 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | B |
| 10 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | B |
| 11 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | A |
| 12 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | A |
| 13 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | A |
| 14 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | B |
| 15 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | C |
| 16 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | B |
| 17 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | C |
| 18 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | C |
| 19 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | A |
| 20 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | A |
| 21 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | B |
| 22 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | A |
| 23 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | C |
| 24 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | A |
| 25 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | B |
| 26 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | A |
| 27 | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | B |
| 28 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 29 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | A |
| 30 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | B |
| 31 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | B |
| 32 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | A |
| 33 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | B |
| 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | B |
| 35 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | B |
| 36 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | B |
| 37 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | B |
| 38 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | A |
| 39 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | B |
| 40 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | C |
| 41 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | A |
| 42 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | B |
| 43 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | C |
| 44 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | C |
| 45 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | B |
| 46 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | A |

Appendix 2 - Questionnaire Raw Data

| | FU | FV | FW | FX | FY | FZ | GA | GB | GC | GD | GE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | G1A | G1B | G1C | G1D | G2 | G3 | G4 | G5 | G6 | G7 | G8A |
| 2 | 0 | 1 | 1 | 1 | A | D | D | D | D | B | . |
| 3 | 1 | 1 | 1 | 1 | C | D | G | D | D | B | 1 |
| 4 | 0 | 1 | 0 | 1 | C | D | C | D | E | B | . |
| 5 | 0 | 1 | 0 | 1 | A | D | B | C | C | A | 1 |
| 6 | 0 | 1 | 0 | 1 | A | D | F | D | D | B | . |
| 7 | 0 | 0 | 0 | 1 | C | A | B/D | B | A | A | 2 |
| 8 | 0 | 0 | 0 | 1 | C | E | E | D | D | A | 1 |
| 9 | 1 | 1 | 1 | 1 | A | D | D | D | D | B | . |
| 10 | 0 | 1 | 1 | 1 | A | D | E | D | D | A | 1 |
| 11 | 1 | 1 | 1 | 1 | C | C | B | C | C | B | . |
| 12 | 0 | 0 | 0 | 1 | C | B | E | D | D | A | 1 |
| 13 | 1 | 1 | 0 | 1 | C | D | C | D | E | A | 1 |
| 14 | 0 | 1 | 1 | 1 | A | A | B/G | C | C | A | 1 |
| 15 | 1 | 1 | 1 | 1 | A | D | B | D | D | A | 2 |
| 16 | 1 | 1 | 1 | 1 | C | D | E | D | D | A | 1 |
| 17 | 1 | 1 | 1 | 1 | A | C | C | C | C | A | 1 |
| 18 | 0 | 1 | 1 | 1 | A | D | B | D | D | A | 1 |
| 19 | 1 | 1 | 1 | 1 | A | D | C | D | D | A | 1 |
| 20 | 1 | 1 | 1 | 1 | A | E | Z | D | D | B | 1 |
| 21 | 1 | 1 | 1 | 1 | C | E | Z | C | C | A | 1 |
| 22 | 1 | 1 | 1 | 1 | C | D | C | D | D | A | 1 |
| 23 | 0 | 1 | 0 | 1 | A | D | F | D | D | B | 1 |
| 24 | 1 | 1 | 1 | 1 | A | D | C | D | D | B | . |
| 25 | 0 | 1 | 1 | 1 | C | D | G | D | D | A | 1 |
| 26 | 0 | 1 | 1 | 1 | C | D | D | D | D | B | 1 |
| 27 | 1 | 1 | 1 | 1 | A | D | G | D | D | B | . |
| 28 | 0 | 1 | 0 | 1 | C | D | E | D | D | B | . |
| 29 | 1 | 1 | 1 | 1 | A | D | G | D | D | B | . |
| 30 | 0 | 1 | 1 | 1 | A | C | E | D | C | A | 1 |
| 31 | 0 | 1 | 1 | 1 | C | D | G | D | D | B | . |
| 32 | 0 | 0 | 0 | 1 | A | D | D | D | D | A | 1 |
| 33 | 1 | 1 | 1 | 1 | A | D | G | D | D | A | 1 |
| 34 | 1 | 1 | 1 | 1 | C | D | C | D | D | A | 1 |
| 35 | 1 | 1 | 1 | 1 | A | C | D | C | C | A | 2 |
| 36 | 0 | 1 | 0 | 1 | A | D | E | D | E | A | 1 |
| 37 | 0 | 1 | 1 | 1 | A | C | C | C | C | A | 1 |
| 38 | 1 | 1 | 1 | 1 | A | D | E | D | D | A | 1 |
| 39 | 0 | 1 | 0 | 1 | A | D | E | D | D | A | 1 |
| 40 | 1 | 1 | 1 | 1 | A | C | B | C | C | A | 1 |
| 41 | 1 | 1 | 1 | 1 | A | D | G | D | E | B | . |
| 42 | 0 | 1 | 0 | 1 | C | Z | A | D | D | A | 1 |
| 43 | 1 | 1 | 1 | 1 | A | D | E | D | D | A | 1 |
| 44 | 1 | 0 | 1 | 1 | A | A | E | C | C | B | . |
| 45 | 0 | 1 | 1 | 1 | C | B | C | D | D | B | . |
| 46 | 1 | 1 | 1 | 1 | A | D | D | D | D | A | 1 |

| | GF | GG | GH | GI | GJ | GK | GL | GM | GN | GO | GP |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | G8B | G9A | G9B | G9C | G9D | G9E | G9F | G9G | H1A | H1B | H1C |
| 2 | . | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 3 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 |
| 4 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 6 | . | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| 7 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 8 | 2 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| 9 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 10 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 11 | . | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 |
| 12 | . | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | 0 |
| 13 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 14 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 15 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 |
| 16 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 |
| 17 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 18 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 |
| 19 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 20 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 21 | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 |
| 22 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 0 |
| 23 | . | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 1 |
| 24 | . | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 |
| 25 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| 26 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 27 | . | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| 28 | . | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| 29 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 30 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 |
| 31 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 32 | 2 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 0 | 0 |
| 33 | 2 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |
| 34 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 35 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 36 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 37 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 38 | 1 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 |
| 39 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 40 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 41 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| 42 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 43 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 44 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 45 | . | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 46 | 2 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 |

| | GQ | GR | GS | GT | GU | GV | GW | GX | GY | GZ | HA |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | H2A | H2B | H2C | H2D | HDE | H2F | I1 | I2 | I3A | I3B | I3C |
| 2 | 1 | 1 | 1 | 0 | 0 | 0 | D | E | 0 | 0 | 0 |
| 3 | 0 | 1 | 1 | 0 | 1 | 0 | D | E | 0 | 0 | 0 |
| 4 | 1 | 1 | 1 | 0 | 0 | 0 | A | A | 1 | 0 | 1 |
| 5 | 1 | 1 | 1 | 1 | 0 | 0 | C | D | 1 | 0 | 1 |
| 6 | 1 | 1 | 1 | 0 | 1 | 0 | D | A | 1 | 1 | 1 |
| 7 | 1 | 1 | 1 | 0 | 0 | 0 | A | B | 0 | 1 | 0 |
| 8 | 1 | 1 | 1 | 1 | 1 | 0 | A | B | 0 | 0 | 0 |
| 9 | 1 | 1 | 1 | 0 | 1 | 0 | D | A | 0 | 1 | 1 |
| 10 | 1 | 1 | 1 | 0 | 1 | 1 | D | A | 0 | 1 | 1 |
| 11 | 1 | 1 | 1 | 1 | 1 | 0 | E | E | 0 | 0 | 0 |
| 12 | 1 | 1 | 0 | 1 | 1 | 0 | B | A | 1 | 1 | 1 |
| 13 | 1 | 1 | 1 | 0 | 0 | 0 | B | A | 1 | 1 | 0 |
| 14 | 1 | 0 | 0 | 0 | 1 | 0 | D | B | 0 | 1 | 0 |
| 15 | 1 | 1 | 0 | 0 | 1 | 0 | B | C | 1 | 0 | 1 |
| 16 | 1 | 1 | 1 | 0 | 1 | 0 | D | C | 0 | 1 | 0 |
| 17 | 1 | 1 | 1 | 0 | 1 | 0 | D | A | 0 | 0 | 0 |
| 18 | 1 | 1 | 0 | 1 | 1 | 0 | A | A | 0 | 1 | 0 |
| 19 | 1 | 1 | 1 | 1 | 1 | 0 | B | B | 1 | 1 | 1 |
| 20 | 1 | 1 | 1 | 0 | 1 | 1 | D | E | 0 | 1 | 0 |
| 21 | 1 | 1 | 1 | 0 | 1 | 0 | A | D | 0 | 1 | 0 |
| 22 | 1 | 1 | 1 | 0 | 1 | 0 | A | D | 1 | 0 | 1 |
| 23 | 1 | 1 | 1 | 0 | 1 | 0 | D | B | 0 | 1 | 1 |
| 24 | 0 | 1 | 1 | 0 | 1 | 1 | D | C | 0 | 1 | 1 |
| 25 | 1 | 1 | 1 | 0 | 1 | 1 | D | C | 0 | 1 | 0 |
| 26 | 1 | 1 | 0 | 0 | 1 | 0 | A | E | 1 | 1 | 1 |
| 27 | 1 | 1 | 1 | 1 | 1 | 1 | A | C | 1 | 1 | 1 |
| 28 | 1 | 1 | 0 | 0 | 1 | 1 | D | B | 0 | 0 | 0 |
| 29 | 1 | 1 | 1 | 0 | 1 | 1 | D | E | 0 | 0 | 0 |
| 30 | 1 | 1 | 1 | 1 | 1 | 0 | A | B | 1 | 0 | 0 |
| 31 | 1 | 1 | 0 | 0 | 1 | 0 | D | E | 0 | 1 | 1 |
| 32 | 1 | 1 | 1 | 0 | 0 | 0 | D | A | 0 | 1 | 1 |
| 33 | 1 | 1 | 1 | 0 | 1 | 0 | A | D | 1 | 0 | 0 |
| 34 | 1 | 1 | 0 | 0 | 1 | 0 | B | Z | 0 | 0 | 0 |
| 35 | 1 | 1 | 0 | 0 | 1 | 0 | D | Z | 1 | 0 | 0 |
| 36 | 1 | 1 | 1 | 1 | 1 | 1 | D | A | 0 | 1 | 1 |
| 37 | 1 | 1 | 1 | 0 | 0 | 0 | D | C | 0 | 0 | 0 |
| 38 | 1 | 1 | 1 | 1 | 0 | 0 | C | D | 1 | 0 | 0 |
| 39 | 1 | 1 | 1 | 1 | 0 | 0 | D | E | 0 | 1 | 0 |
| 40 | 1 | 1 | 1 | 1 | 1 | 0 | D | C | 0 | 0 | 0 |
| 41 | 1 | 1 | 1 | 0 | 1 | 0 | E | E | 0 | 0 | 0 |
| 42 | 1 | 1 | 1 | 0 | 1 | 0 | D | C | 1 | 1 | 0 |
| 43 | 1 | 1 | 0 | 1 | 1 | 1 | D | A | 1 | 1 | 1 |
| 44 | 1 | 1 | 0 | 0 | 0 | 0 | A | D | 1 | 0 | 1 |
| 45 | 1 | 1 | 1 | 1 | 1 | 0 | E | E | 0 | 0 | 0 |
| 46 | 1 | 1 | 1 | 0 | 1 | 1 | A | B | 1 | 0 | 0 |

| | HB | HC | HD | HE | HF | HG | HH | HI | HJ | HK | HL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | I3E | I3F | I4 | I5 | I6 | I7 | I8 | I9 | I10A | I10B | I10C |
| 2 | 0 | 1 | D | B | A | A | E | C | 1 | 0 | 0 |
| 3 | 0 | 0 | D | B | A | A | D | F | 1 | 0 | 0 |
| 4 | 1 | 0 | D | B | A | A | B | C | 1 | 0 | 0 |
| 5 | 1 | 0 | A | A | B | A | C | A | 1 | 0 | 0 |
| 6 | 1 | 0 | D | B | A | A | E | D | 1 | 1 | 1 |
| 7 | 1 | 0 | D | B | B | A | C | A | 1 | 0 | 0 |
| 8 | 0 | 1 | A | B | A | A | E | F | 1 | 1 | 0 |
| 9 | 1 | 0 | C | B | B | A | E | C | 1 | 0 | 0 |
| 10 | 1 | 0 | C | A | A | A | D | E | 1 | 0 | 0 |
| 11 | 0 | 0 | C | B | B | A | B | A | 1 | 0 | 0 |
| 12 | 1 | 0 | A | A | A | A | E | F | 1 | 0 | 1 |
| 13 | 0 | 0 | A | B | B | A | E | E | 1 | 1 | 0 |
| 14 | 0 | 0 | A | B | A | A | D | A | 1 | 1 | 0 |
| 15 | 0 | 0 | A | B | A | A | E | F | 1 | 0 | 1 |
| 16 | 0 | 0 | C | A | B | A | E | F | 1 | 0 | 0 |
| 17 | 0 | 1 | A | B | B | A | B | F | 1 | 0 | 0 |
| 18 | 1 | 1 | D | B | B | A | B | B | 1 | 0 | 0 |
| 19 | 0 | 0 | A | B | A | A | E | A | 1 | 0 | 0 |
| 20 | 0 | 0 | A/B/C | B | B | B | D | A | 1 | 0 | 0 |
| 21 | 0 | 0 | A | A | A | A | E | F | 1 | 1 | 0 |
| 22 | 1 | 0 | A | B | A | A | E | E | 0 | 0 | 0 |
| 23 | 0 | 0 | A | B | A | A | E | C | 1 | 0 | 0 |
| 24 | 0 | 0 | A | A | A | B | D | C | 1 | 0 | 0 |
| 25 | 0 | 0 | A | B | B | A | E | F | 1 | 0 | 0 |
| 26 | 1 | 0 | D | B | A | A | D | C | 1 | 0 | 0 |
| 27 | 1 | 0 | C | B | B | A | B | E | 0 | 0 | 0 |
| 28 | 0 | 0 | D | B | B | B | Z | Z | 0 | 0 | 0 |
| 29 | 0 | 1 | A | A | A | A | B | F | 0 | 0 | 0 |
| 30 | 0 | 0 | C | B | A | A | D | C | 1 | 0 | 0 |
| 31 | 1 | 0 | A | B | A | A | B | F | 0 | 0 | 0 |
| 32 | 1 | 0 | D | B | A | A | E | E | 1 | 1 | 0 |
| 33 | 0 | 0 | A | B | A | A | B | E | 1 | 0 | 0 |
| 34 | 0 | 1 | D | B | A | A | C | B | 1 | 0 | 0 |
| 35 | 0 | 0 | D | B | A | A | C | C | 1 | 0 | 1 |
| 36 | 1 | 0 | D | B | A | A | E | E | 1 | 1 | 0 |
| 37 | 0 | 1 | D | B | A | A | B | C | 0 | 0 | 0 |
| 38 | 1 | 0 | A | A | A | A | E | E | 0 | 0 | 0 |
| 39 | 0 | 0 | D | A | A | A | E | F | 1 | 0 | 0 |
| 40 | 0 | 1 | C | A | A | A | E | E | 1 | 0 | 0 |
| 41 | 0 | 0 | A | A | A | A | E | F | 1 | 0 | 0 |
| 42 | 0 | 0 | B | B | A | A | D | C | 1 | 0 | 0 |
| 43 | 1 | 0 | B | B | B | A | E | F | 1 | 0 | 0 |
| 44 | 1 | 0 | A | B | B | A | D | A | 1 | 0 | 1 |
| 45 | 0 | 0 | D | B | B | A | B | A | 1 | 0 | 0 |
| 46 | 0 | 0 | A | A | A | A | D | A | 1 | 0 | 0 |

| | HM | HN | HO | HP | HQ | HR | HS | HT | HU | HV | HW |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | I10D | I11 | I12 | I13 | I14 | J1A | J1B | J1C | J2A | J2B | J2C |
| 2 | 0 | B | C | A | A | 1 | 0 | 0 | 1 | 0 | 0 |
| 3 | 0 | B | C | C | A | 0 | 0 | 1 | 1 | 1 | 0 |
| 4 | 1 | B | A | A | B | 0 | 0 | C | 0 | 0 | 1 |
| 5 | 0 | A | C | A | B | 1 | 0 | 0 | 0 | 1 | 0 |
| 6 | 0 | A | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 7 | 0 | A | B | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 8 | 0 | A | C | A | A | 0 | 0 | 1 | 1 | 0 | 1 |
| 9 | 0 | B | C | C | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 10 | 0 | A | C | B | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 11 | 1 | B | C | B | B | 0 | 0 | 1 | 1 | 1 | 0 |
| 12 | 0 | A | B | A | A | 0 | 0 | 1 | 0 | 1 | 0 |
| 13 | 0 | B | C | C | B | 0 | 0 | 1 | 1 | 1 | 0 |
| 14 | 0 | A | C | B | B | 0 | 1 | 1 | 0 | 1 | 1 |
| 15 | 0 | A | B | A | B | 1 | 0 | 0 | 0 | 1 | 0 |
| 16 | 0 | B | C | A | B | 0 | 1 | 1 | 0 | 1 | 1 |
| 17 | 1 | B | C | C | B | 0 | 0 | 1 | 0 | 0 | 1 |
| 18 | 1 | B | A | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 19 | 0 | A | C | C | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 20 | 0 | B | C | C | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 21 | 1 | A | C | A | A | 0 | 1 | 0 | 0 | 1 | 0 |
| 22 | 0 | A | C | A | B | 1 | 0 | 0 | 0 | 1 | 0 |
| 23 | 1 | B | C | C | A | 0 | 1 | 0 | 0 | 1 | 0 |
| 24 | 0 | B | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 25 | 0 | B | C | C | A | 0 | 0 | 1 | 1 | 0 | 0 |
| 26 | 1 | B | C | A | B | 1 | 0 | 0 | 0 | 1 | 0 |
| 27 | 1 | Z | C | C | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 28 | 0 | Z | Z | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 29 | 0 | A | C | B | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 30 | 0 | B | A | A | A | 0 | 1 | 0 | 0 | 1 | 0 |
| 31 | 0 | Z | C | A | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 32 | 1 | B | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 33 | 0 | A | C | A | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 34 | 0 | A | C | A | B | 1 | 0 | 0 | 0 | 0 | 1 |
| 35 | 0 | Z | A | A | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 36 | 0 | B | C | A | B | 0 | 0 | 1 | 0 | 0 | 1 |
| 37 | 0 | Z | C | C | A | 0 | 1 | 0 | 0 | 1 | 0 |
| 38 | 0 | A | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 39 | 0 | A | C | A | B | 0 | 0 | 1 | 0 | 0 | 0 |
| 40 | 0 | A | C | A | B | 1 | 0 | 0 | 0 | 1 | 0 |
| 41 | 1 | B | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 42 | 0 | B | A | A | A | 0 | 0 | 1 | 1 | 1 | 1 |
| 43 | 0 | B | C | C | B | 1 | 1 | 0 | 1 | 1 | 0 |
| 44 | 1 | A | C | A | B | 1 | 0 | 0 | 1 | 0 | 0 |
| 45 | 1 | Z | C | A | B | 0 | 1 | 0 | 0 | 1 | 0 |
| 46 | 0 | A | C | A | B | 1 | 1 | 0 | 1 | 1 | 0 |

| | HX | HY | HZ | IA | IB | IC | ID | IE | IF | IG | IH |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | J3A | J3B | J3C | J3D | J3E | J3F | J4 | J5 | J6 | J7A | J7B |
| 2 | 0 | 0 | 0 | 1 | 0 | 0 | B | E | Z | 0 | 0 |
| 3 | 0 | 0 | 1 | 0 | 0 | 1 | A | E | Z | 1 | 1 |
| 4 | 1 | 0 | 0 | 0 | 0 | 0 | . | E | C | 1 | 0 |
| 5 | 0 | 0 | 1 | 0 | 0 | 0 | B | A | C | 1 | 1 |
| 6 | 1 | 1 | 0 | 1 | 0 | 0 | B | E | Z | 1 | 0 |
| 7 | 0 | 1 | 0 | 0 | 0 | 0 | B | A | A | 1 | 0 |
| 8 | 1 | 0 | 0 | 0 | 0 | 1 | B | E | A | 0 | 1 |
| 9 | 0 | 0 | 1 | 0 | 0 | 0 | A | D | A | 0 | 1 |
| 10 | 0 | 0 | 1 | 0 | 0 | 0 | A | D | B | 0 | 1 |
| 11 | 1 | 0 | 0 | 0 | 0 | 1 | B | A | A | 1 | 0 |
| 12 | 0 | 0 | 1 | 0 | 0 | 0 | A | B | A | 1 | 0 |
| 13 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 14 | 0 | 0 | 1 | 0 | 0 | 1 | A | E | Z | 0 | 1 |
| 15 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | B | 0 | 0 |
| 16 | 0 | 0 | 0 | 1 | 0 | 1 | B | B | A | 0 | 1 |
| 17 | 0 | 0 | 1 | 0 | 0 | 0 | A | E | Z | 0 | 0 |
| 18 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 19 | 0 | 0 | 1 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 20 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 0 | 0 |
| 21 | 0 | 0 | 1 | 0 | 0 | 0 | A | A | A | 0 | 0 |
| 22 | 0 | 0 | 1 | 1 | 0 | 0 | B | E | Z | 1 | 0 |
| 23 | 0 | 0 | 1 | 0 | 0 | 0 | A | A | A | 0 | 1 |
| 24 | 0 | 0 | 0 | 1 | 0 | 0 | B | D | A | 0 | 0 |
| 25 | 0 | 1 | 0 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 26 | 1 | 0 | 0 | 1 | 0 | 0 | B | Z | C | 0 | 1 |
| 27 | 0 | 0 | 1 | 0 | 0 | 0 | A | A | A | 1 | 0 |
| 28 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 29 | 0 | 0 | 1 | 0 | 0 | 0 | A | A | A | 0 | 1 |
| 30 | 0 | 0 | 1 | 0 | 0 | 0 | A | E | Z | 0 | 0 |
| 31 | 0 | 0 | 1 | 0 | 0 | 0 | B | E | Z | 0 | 0 |
| 32 | 1 | 0 | 0 | 0 | 0 | 0 | B | A | A | 1 | 0 |
| 33 | 0 | 0 | 1 | 0 | 0 | 0 | B | E | A | 0 | 1 |
| 34 | 0 | 0 | 0 | 1 | 0 | 0 | B | E | Z | 1 | 0 |
| 35 | 0 | 0 | 1 | 0 | 0 | 0 | A | E | B | 0 | 1 |
| 36 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 0 | 0 |
| 37 | 0 | 0 | 0 | 1 | 0 | 0 | B | E | Z | 0 | 0 |
| 38 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 1 | 0 |
| 39 | 0 | 0 | 0 | 0 | 0 | 0 | . | Z | Z | 0 | 0 |
| 40 | 0 | 0 | 1 | 0 | 0 | 0 | B | B | C | 1 | 1 |
| 41 | 1 | 1 | 0 | 1 | 0 | 0 | B | E | B | 0 | 0 |
| 42 | 0 | 0 | 1 | 0 | 0 | 0 | B | A | Z | 0 | 0 |
| 43 | 0 | 0 | 1 | 0 | 0 | 0 | B | A | C | 0 | 0 |
| 44 | 1 | 0 | 0 | 0 | 0 | 0 | B | E | Z | 0 | 0 |
| 45 | 1 | 0 | 1 | 1 | 0 | 0 | B | E | Z | 1 | 0 |
| 46 | 1 | 0 | 1 | 0 | 0 | 0 | B | E | A | 1 | 0 |

| | II | IJ | IK | IL | IM |
|---|---|---|---|---|---|
| 1 | J7C | J7D | J7F | J8 | J9 |
| 2 | 0 | 0 | 1 | C | Z |
| 3 | 0 | 1 | 0 | D | Z |
| 4 | 0 | 0 | 0 | D | C |
| 5 | 0 | 0 | 0 | C | Z |
| 6 | 0 | 0 | 0 | A | F |
| 7 | 0 | 0 | 0 | B | B |
| 8 | 0 | 0 | 0 | C | Z |
| 9 | 0 | 0 | 0 | D | B |
| 10 | 0 | 0 | 0 | A | B/C |
| 11 | 0 | 1 | 0 | C | Z |
| 12 | 0 | 0 | 0 | A | E |
| 13 | 1 | 0 | 0 | D | C |
| 14 | 0 | 0 | 0 | D | C |
| 15 | 0 | 1 | 0 | A | Z |
| 16 | 0 | 0 | 0 | A/D | B |
| 17 | 0 | 0 | 1 | C | Z |
| 18 | 0 | 0 | 0 | A | A |
| 19 | 0 | 0 | 0 | C | Z |
| 20 | 0 | 0 | 1 | C | Z |
| 21 | 0 | 1 | 0 | C | Z |
| 22 | 0 | 0 | 0 | C | Z |
| 23 | 0 | 0 | 0 | D | C |
| 24 | 0 | 0 | 1 | A | C |
| 25 | 0 | 0 | 0 | A | E |
| 26 | 0 | 0 | 0 | D | A |
| 27 | 0 | 0 | 1 | C | Z |
| 28 | 0 | 0 | 0 | D | E |
| 29 | 0 | 0 | 0 | B | B |
| 30 | 0 | 1 | 0 | B | B |
| 31 | 0 | 0 | 1 | D | Z |
| 32 | 0 | 0 | 0 | A | D |
| 33 | 0 | 0 | 0 | Z | Z |
| 34 | 0 | 0 | 1 | A | C |
| 35 | 0 | 0 | 0 | C | Z |
| 36 | 0 | 0 | 1 | Z | Z |
| 37 | 0 | 0 | 1 | B | C |
| 38 | 0 | 0 | 0 | A | E |
| 39 | 0 | 0 | 0 | Z | Z |
| 40 | 0 | 0 | 0 | D | B |
| 41 | 0 | 0 | 1 | A | E |
| 42 | 1 | 1 | 0 | D | A |
| 43 | 0 | 0 | 1 | C | Z |
| 44 | 0 | 1 | 0 | A | E |
| 45 | 0 | 0 | 0 | A | C |
| 46 | 0 | 1 | 0 | A | D |

APPENDIX III

REGIONAL DEPOSITORY LIBRARY QUESTIONNAIRE
WRITTEN COMMENTS

# APPENDIX III

## REGIONAL DEPOSITORY LIBRARY QUESTIONNAIRE
## WRITTEN COMMENTS

### A. ORGANIZATION/ADMINISTRATION

7. If you are a shared Regional are you divided?

c. 2 Other. Briefly explain

One Regional in this state has all non-public library depositories outside the capital city. The other Regional in this state located in the capital city has all the depositories within city and all the public libraries in the state.

One Regional in this state handles all the selective libraries discard lists. Otherwise they seem to have no other divided duties or responsibilities and each acts independently of the other.

10. Describe the organization/section/unit that is in administrative charge of the Documents Collection (i.e., services and processes the documents)

A. 23 Separate Documents Collection department/division Head reports to:

PA Assistant Director Public Services
SL State Librarian
PA Head of Reference
SL Library Resources Branch
PA Assistant Director for Public Services
PA Associate Director of Libraries
PA Assistant University Librarian for Refer.Information,Collect.
SL Deputy State Librarian
PA Head of Reference
PA Dean of Library
PA Head of Public Services
PA Director Public Services
PA Library Director
PA Head Reference & Information Services(Humanities/Soc Sci)
SL Assistant Director for Public Services
PL Assistant Director Resources & Research Library Services
PA Director
PA Associate Director for Public Services
PA Associate Director for Public Services and Systems
PA Assistant Dean for Public Services
PA Associate University Librarian/Readers Services
PA Assistant Director for Public Services
PA Associate Director for Technical Services

(PA= Public Academic Library, SL= State Library, PL= Public Library)

B 17 Separate Documents Collection section/unit part of:

SL Division of Library Services
PL General Materials/Services Dept.
PA Reference and Documents
PA Business Administration/Economics-Documents
SL Library Services
PA Business Administration and Social Sciences
SL Information Services (Public Services/Circulation Division))
PA Reference Department
PA General Reference
PA Social Sciences Library
SL General Reference/Government Documents part of Information Services
PL Business, Science, Government Publications
SL Public Services
SL Research Division
SL Information Resources(includes Coll.Develop.& Catalog.Ser)
PA Reference Dept.
PA Collection Management and Special Services(Cir.,Archives Special)

C. 5 Not a separate unit, personnel responsible for servicing/processing the Documents Collection are assigned to the following (check any that apply if more than one unit is responsible):

(X indicates that the library marked that category)

SL 1. X Acq., 2. Cir., 3. Cat., 4. Micro., 5. X Refer., 6. ILL, 7. Serials, 8. Coll. Dev., 9. Other.

SL 1. X Acq., 2. Cir., 3. Cat., 4. Micro., 5. X Refer., 6. ILL, 7. X Serials, 8. X Coll.Dev., 9. Other

PL 1. X Acq., 2. Cir., 3. Cat., 4. Micro., 5. X Refer., 6. Ill, 7. Serials, 8. Coll.Dev., 9. X Other.--"Docs. specialist assigned to Acquisitions. Other librarians doing Docs report to subject reference dept. heads. Documents specialist coordinates their docs activities."

SL 1. Acq., 2. X Cir., 3. X Cat., 4. Micro., 5. X Refer. 6. X Ill, 7. X Serials, 8. Coll.Dev., 9. Other.

SL 1. X Acq., 2. Cir., 3. X Cat., 4. Micro., 5. X Refer., 6. Ill., 7. Serials, 8. Coll.Dev., 9. X Other.--"Cataloging Staff handle bulk of Federal Documents Collection."

11. If the Documents Collection is separate or partially separate does it contain other documents collections besides Federal Documents?

h. Government-sponsored technical research reports:

6. 5 Other. Please list:

JPRS; SCAN; RAND, ACDA, EPA; DOE-TIC; Foreign Aerospace reports in STAR.

i. 9 Other. Please list:

"SCAN"; "Agriculture Extension, Other States"; "European Communities"; "Radio Free Europe/Radio Liberty, Rand Collection"; "Patent Depository in Engineering Library"; "Other states especially California, Illinois, New York, Ohio, and Pennsylvania"; "Rand Corporation"; "Local State Agricultural Extension Service and Agricultural Experiment Stations"; "Maps regardless of source".

14. As the Regional Documents Librarian are Federal Documentsyour sole responsibility or do you administer or work as aregular librarian in other areas that are not documentsrelated?

i. 22 Other. Please list:

"Law Collection."
"Collection Development Responsibilities for Criminal Justice, Law, Smoking, Alcohol, Drug Abuse."
"All of above-Documents Librarian administers all above for Documents Collection including cataloging, circulation, reference, etc."
"Bibliographic Instruction in Social Sciences and Collection Development in Business/Economics."
"Responsible for all types of documents, Collection Development for International Studies."
"Map/Geography Bibliographer."
"Administer Business Reference Collection."
"Maps and Atlases, State Agricultural Publications, and International Documents."
"Own State Documents, International Documents other than U.N., Local Documents, NTIS Libord Project."
"State Documents." (5)
"Federal, State, International Documents."
"Own State Documents." (3)
"Agricultural Extension and Experiment Station Publications, Technical Reports."
"Administrative Responsibility for all Documents Collections."
"Responsible for Ready and General Reference Services, Vertical Files, etc."
"Canadian Government Publications."
"Federal Documents Librarian Position vacant for three years."

B. STAFF

18. Please check the degrees that the Regional DepositoryLibrarian holds.

c. 10 Master's degree in other field. In what field?

Public Administration (3), History (6), Education (1).

C. PROCESSING

1. What kind of processing records do you keep?

a. Shelflist or card file-If you keep a shelflist how, is it organized?

3. _4_ Other. Briefly describe:

"Our shelflist is automated on DBase III and is accessible by SuDoc# and title and main entry but is 1988-"
"Main entry copies of cataloged items by SuDoc number."
"Ellen Jackson Classification Scheme-locally developed classification scheme"
"On line in NOTIS system."

b. Kardex file-If you keep a kardex file, how is it organized?

4. _3_ Other. Briefly describe:

"Cataloged entry, if cataloged (frequently series title). If not cataloged, usually (illegible) and series title."
"Many of the document serial holdings are checked in in the kardex file for the entire library/not maintained by docs clerks."
"Periodicals title"

c. _5_ Other. Briefly describe:

"Card file - microfiche."
"Printed sources,e.g. U.S.G.S. indexes, 1909 Checklist, etc. Also map processing/reference instruction sheets in binder."
"Continuations file (weekly pubs, monthly, etc.)."
"Do not check-in."
"Depository item number."

3. What other records do you keep?

d. _15_ Other. Briefly list:

"Not on shelf file, for missing documents and also for some never received; e.g. claims exhausted, books for sale by GPO but not distributed. We review disposal lists against this file."
"Claims, shipping list, item card."
"Item card file."
"Item card file-item card shows all title and classification changes for series/serials."
"Serials card catalog by title 1976-1988."
"Gifts file by title; duplicates file by SuDoc#."
"Shelf list for items not in 'normal' location; directory file; annual report file; dictionary/acronym file; grant file; agencies and departments functions and histories; Rolodex of series titles."
"Standing order file (Docs office handles multiple orders for main library and branches)."
"Item card file; GPO serials title file; lost/missing documents file."
"Serials checkin file separate from shelf list."
"A and B (binding and order file) are on-line in NOTIS system."
"Lost file."
"A file of documents that are being processed."
"Federal depository item numbers available at the state historical society and a academic library."
"Locally created SuDoc. numbers."

4. How do you check-in/process microfiche in your records?

d. 4 Other. Briefly describe:

"Microfiche are checked in and kept in their own separate file."
"Do not check-in."
"Not presently checked in; hope to include in online system under implementation."
"Not formally checked in."

5. If there are long series like E1.99: or Army Technical Manuals that you mark and shelve but do not check in your files, then please list up to five of the biggest or most troublesome of the series handled in this manner by the Superintendent of Documents Classification stem.

ITEMS MOST OFTEN LISTED

E1.99: (19)
D101.11: (11)
HE3.6/5: (7)
D101.9: (7)
GS2.8: (5)
FEM1.209: (4)
ED1.310/2: (3)
C3.158: (3)
D301.26/17-2: (2)
PM1.14: (2)
D103.6/8: (2)
D7.20/2: (2)
D101.22: (2)
D5.317: (2)
E1.28: (2)
I 19.81: (2)
I 19.76: (2)
"Check all in." (2)
No answer (10)

OTHER CLASSES WITH 1 VOTE

AE2.110:
C55.416/nos:
C55.418/7:
D1.46/2:
D5.343:
D5.350:
D7.6/2-2:
D7.10:
D101.20:
D101.25:
D201.31:
D301.26/17-3:
GS2.8/3:
HE3.6:
HE20.3173/2:
HE22.8/nos.:
I 19.81/2:
I 19.102:
I 19.103:
I 19.108:
I 19.110:
ITC 1.12:
Ju 11.7/2:
LC3.4/2:
NAS 1.15:
NAS 1.26:
PM 1.8:
PM 1.14/2:
PM 1.52:
PrEx3.10/7:
PrEx7.10:
PrEx7.15:
T22.44/2:
T22.51:
VA1.18:
VA1.22:
X1.1's:
Y1.nos.:
Y4.'s

One library listed "maps".
One library checks in everything but has a great deal of trouble with ED1.310/2:, PrEx series in fiche, and Fem's.

7. If you do not have the base manual what do you do with transmittals and revisions you receive:

c. 7 Other. Describe briefly:

"We keep until new edition or newest reprint is received and then make decision about keeping transmittals"
"Try to acquire base manual through non-depository channels."
"Try to obtain base manual."
"Treat as a separate piece i.e. type card for the transmittal & shelve."
"Try to claim basic manual. So far have received none."
"Inter file & retain noting base volume is missing."
"Keep them all forever."

## D. CATALOGING

2. What classification scheme is used for the cataloged documents?

d. _1_ Other. Briefly describe:

"Ellen Jackson Classification Scheme."

3. Who is responsible for the cataloging?

d. _1_ Other. Describe briefly:

"GPO tapes from Marcive."

5. If you have an automated online catalog system that includes federal documents please answer the following questions:

a. Do you purchase and use any of the following Monthly Catalog tapes?

4. _6_ Other. Briefly explain:

"Carl."
"WLN purchased Monthly Catalog tapes from Library of Congress and we attach holdings to WLN."
"In the process of preparing bid specifications."
"We use OCLC records. We are exploring the purchase of the Monthly Catalog tapes from a vendor."
"GPO tapes from LC."
"We are presently involved in a cooperative program with a University to purchase and use the Marcive tapes."

c. What system do you use?

6. _10_ Other. Please list system:

"VTLS, converting to NOTIS."
"MELVYL."
"GEAC."
"In house system."
"Carlyle."
"Data Phase circulation system; Carlyle online catalog."
"PALS."
"LCs."
"UNISYS/PALS."
"CARL."

## E. AUTOMATION/COMPUTERS

2. What kind of personal computer does the documents staff use?

d. 3 Other. Briefly list:

"Burroughs."
"WYSE."
"UNISYS, ZENITH."

7. What software are you using with your personal computer?

c. 22 Other word processors:

BTOS-PWP, Wordstar (6), Wang (2), PC Write (2), Volkswriter (3), Multimate (2), Lotus 123, Framework, Microsoft Works (2), Checked other box but no specific word processer listed, Professional Write, wide variety, Office Writer, First Choice, Write Now,

f. 15 Other databases:

Microsoft Works (2), Microsoft File, Silverplatter's ERIC-GPO-Sociofile-Agricola, UMI's DA database, Census Disks, Fedstat, Hopkins Technology Statistics Databases, Notebook II, PC File (5), Fox Base (2), File Express, Pro Cite, Overvue, EZ List, OCLC, Marcive,

i. 14 Other spreadsheet:

MS Works, Microsoft Excel (4), As Easy (2), Twin (2), PC-Calc (3), Super Calc, 20/20

l. 19 Other communications:

GEORGE, Y-TERM, Smart Com (8), MS Works, Westmate, Crosstalk (3), Dialoglink (2), Kermit (3), V-Term, Checked other box but no specific spreadsheet listed, PC Talk, Q Modem, MacTerminal,PC-UT.

m. 6 Other. Briefly list:

KERMIT, Norton Utilities, PC File, Banner Machine, Mirror III, Hypercard, Gofer,

10. Do you have access to any of the following national electronic mail networks?

d. 6 Other. Briefly list:

OnTyme, Compuserve, Dialmail, Internet (2), Dialog Dialmail, Ascsnet, ARPA Internet (2), MACC VMS EMAIL, COSAC, CSNET PHONENET, DEC's EASYNET, EAN, IBM's VNET, UUCP, EUnet, SDN, Xerox Internet, Wang Office E-mail, Westnet.

12. If you have access to a telefacsimile machine please answer the following questions?

a. 34 libraries noted that they had a fax number or access to one.

b. 7 said their fax machine was a manual.

c. 29 said it was an automatic machine.

13. Please check any of the following CD ROM products that you are currently using or have access to:

f. 13 Other. Please list:

Patents, Disclosure, CIS Masterfile (5), Census Test Disk 1, Census Test Disk 2 (3), Cassis, Census, Books in Print, Newsbank, Silver Platter- NTIS (3), ERIC (4), Agricola (2), OCLC, Wilson Line, U.S. Statistics' Fedstat,

17. If the Depository library staff does any online database searching, please answer the following questions.

a. What online systems do you use?

4. 15 Other. Please briefly list:

FAPRS, Patents, Wilsonline (3), Cassis (4), Legi-Slate (5), Economic Bulletin Board, Dow/Jones News Retrieval (2), Lexis, VU/Text, Medline, CAS, Hannah Info. System, LOGIN, NEXIS, Datatimes, ISIS, Va. Legislative Information,

b. What databases do you use most?

5. 18 Other. Briefly list:

Legi-Slate (3), CIS (3), Trademarkscan (3), Claims U. S. Patents (2), Federal Register Abstracts (2), Congressional Record Abstracts, Psyc. Info.(2), ABI/Inform (3), OCLC, CLSI, PAIS (2), ASI (2), Economic Bulletin Board, Social Science Citation Index, Agricola, TRIS, Mesh, Georef, DOE, Commerce Business Daily, Medline, Magazine Index, No online access- Handled by another department, Cendata, Patents.

c. Who pays for the search costs?

3. 10 Other. Please briefly explain:

"Library pays for quick reference searches."
"The Library does not charge for Legi-Slate searches, but does charge for Dialog searches."
"State and federal funds."
"If librarian uses online system during course of reference request when paper resources do not supply answer, library pays. If patron requests online search, patrons pays."
"Library-ready reference; patron-direct costs of patron initiated searches."
"Library partially subsides, patron pays the rest."
"Quick searches funded by library; others by patron."
"Library subsidizes 1/2 of cost, patron pays 1/2 of cost."

"Subsidized rates for students."
"We are working on a fee schedule to pass on some costs to businesses and non-state agencies."

## H. MICROFORMS

1. Are depository microfiche kept with:

c. _9_ Other. Briefly explain:

"Recently, due to weight(load-bearing capacity) some microfiche cabinets have been moved to the basement."
"DOE fiche in basement."
"Most together in Docs. Dept.; some large runs in microtext (NTIS, NASA, E1.99:) but considered administratively part of Documents."
"Most are kept with the main Documents Collection; selected series of science and technology interest are sent to a technical reports center at our Engineering & Physical Sciences Library."
"Microfiche assigned to subject depts. same as paper."
"Some specialized collections (e.g.DOE fiche) housed in other units."
"Part in Docs., part in main collection."
"In cabinets which are in the main reading room."
"Stored on ground floor away from paper collection."

## J. MAP COLLECTIONS

1. Where are documents maps organizationally included in the library?

c. _13_ Other. Please list:

"University Map Library, Department of Geography. The documents unit holds maps also."
"Document Services Unit responsible for technical processing--Reference Unit responsible for public services."
"We have a co-operative housing agreement with the Map Library which houses the Geological Survey, DMA maps, etc."
"The Documents Section and Maps Section are part of the Social Science Library Division."
"Circulation Department."
"Catalog Division processes maps; Reference and Loan Division provides reference, circulation, and interlibrary loan services."
"Geology Library (Geology Librarian is supervisor of Maps Librarian; the two are in separate buildings)."
"Geology Library houses USGS maps (reports to Associate Director of Libraries)."
"Cartographic Center."
"USGS Maps go to the Geology Library as well as some of the DMA's. All others stay in Documents."
"U.S.G.S. and DMA maps housed at the state university library."
"Housed in Map Collection of state university library."
"Part of GM & S Dept./Has separate Map Librarian. Topos shelved in map cases adjacent to Docs. Collection; DMA's in map cases on separate floor; most other Geologic Maps cataloged and integrated with book collection in envelopes."

2. Where are documents maps physically kept?

c. _8_ Other. Please explain:

"Adjacent to the documents collection in the reference unit."
"We have a co-operative housing agreement with a university map library which houses the Geological Survey, DMA maps, etc."
"Geology Library."
"Geology Library houses USGS maps."
"Cartographic Center."
"Series shipped folded are in SuDoc stacks; series shipped flat in map cases by series & sheet order."
"U.S.G.S. and DMA maps housed at a state university library."
"Part of GM & S Dept./Has separate Map Librarian. Topos shelved in map cases adjacent to Docs. Collection; DMA's in map cases on separate floor; most other geologic maps cataloged and integrated with book collection in envelopes."

3. Who is directly responsible for the documents maps?

f. _5_ Other. Please explain:

"Maps in documents unit are handled the same as other materials."
"Map librarian in separate University Map Library."
"Social Sciences Librarian is responsible for maps housed in the Maps Collection, and Documents Librarian responsible for maps kept in the Documents Collection."
"Geology Librarian."
"Geology Librarian (professional) is responsible for USGS maps."

7. Are the documents maps classified?

d. _7_ Yes, using other system. Please explain briefly:

"Maps are arranged alphabetically by state,alphabetically within the state & grouped according to type (ex. topographical 1:25000)."
"Some documents maps housed in the Map Room are classified using 'simplified' LC G Schedule."
"LC G Schedule modified (T.R. Smith Classification)."
"Using mostly Dewey, but have some series in LC. Plan to use SuDocs as automation increases with Marcive tapes."
"Topos ignore sudocs/arranged alpha. by state/quadrangle name; DMA maps by AMS/DMA #s."
"By state and then alphabetically by map name."
"Map Library has its own system."

8. What is the circulation policy on douments maps?

d. _10_ Other. Please briefly explain:

"All circulate except older materials."
"Selectively circulates."
"Everything circulates except 8 1/2 x 11 CIA maps (PrEx3.10/4)."
"Maps may circulate locally, but generally not through interlibrary loan."
"Usually, maps in series do not circulate."

"Geology Library does not circulate maps."
"Some circulate according to map department guidelines."
"Circulate for classroom use & off campus duplication only."
"May circulate with special permit for copying-usually for only a few hours."
"Have not had requests to circ. maps; assume we would circ. on 3-day ref. loan as with other docs."